

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Laboratory Technician	Range:	36
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing specialized and technical duties to assist in the operation and maintenance of an instructional laboratory or a technical support service center.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Assists in the operation and maintenance of an instructional laboratory or for a technical support service center; performs specialized and technical duties to assure efficient lab operations.
2.	Assists faculty in the use of a variety of equipment, materials and supplies.
3.	Prepares and issues materials and equipment for student use; maintains records of materials and equipment used by students.
4.	Prepares instructional materials and equipment for faculty demonstration and student use as requested, according to approved procedures.
5.	Maintains laboratory environment in a safe, clean and orderly condition.
6.	Orders, receives and stores supplies, materials and equipment; maintains inventories, assures that adequate quantities are available for instructional use.
7.	Troubleshoots, adjusts, maintains and performs minor repairs to equipment; reports major repair needs or arranges for repairs according to established procedures.
8.	Prepares and maintains various records and reports related to laboratory operations and activities as required; operates a variety of equipment related to the specialized area of assignment; performs some clerical duties as required.
9.	Assists in the coordination of exhibits or the use of lab facilities and assures the availability of appropriate supplies and equipment.
10.	Trains and provides work direction to others as directed.
11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

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OTHER FUNCTIONS

In addition to the essential functions, the Laboratory Technician may prepare for and host various public functions, as well as maintain budgets for their assigned department.

WORKING RELATIONSHIPS

The Laboratory Technician maintains frequent contact with various District personnel; students and outside vendors.

EDUCATION AND EXPERIENCE

High school diploma or equivalent; two years college-level course work in area of specialization and extensive practical experience in area of specialization.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles, practices, procedures and equipment of assigned subject area
Knowledge of the proper methods, materials, tools and equipment used in the assigned classroom or laboratory
Knowledge of appropriate safety regulations (OSHA and District) used in the assigned classroom or laboratory
Knowledge of principles and practices of providing work direction and training
Knowledge of record-keeping techniques
Knowledge of District organization, operations, policies and objectives
Knowledge of technical aspects of field of specialty
Ability to plan, organize and prioritize work
Ability to perform specialized and technical duties to assure efficient lab operations
Ability to assure the care of assigned equipment, materials and supplies
Ability to issue and receive equipment and supplies
Ability to work independently and with little direction
Ability to train and provide work direction to others
Ability to assign and review the work of others
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

TRAINING REQUIREMENTS

Bloodborne Pathogen (Mortuary Science)
Chemical Hygiene (Mortuary Science and Natural Science)
Hazard Communication (Mortuary Science and Natural Science)

WORKING CONDITIONS

Lab environment: subject to exposure to chemicals, hazardous and/or toxic solutions, biohazardous materials, and/or fumes, lifting (up to 50 pounds unassisted), climbing, standing for long periods of time, using electrical tools.
