

Job Description

Position Title: Lab Technician

Job Family: Instructional Support

Job Level: Support & Service - Intermediate

FLSA Status: Non-Exempt

Salary Grade:02

Position Summary:

The Sciences Laboratory Technician provides lab services for the College's Science department. Prepares equipment and laboratory materials for classroom activities, demonstrations, and lab exercises. Assists with the inventory of supplies, equipment, and other materials needed for the daily operations of the lab.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Assists in the preparation and maintenance of various equipment, instructional media, subculturing and maintaining protist cultures, and other materials used for class exercises, experiments, and demonstrations.
2. Organizes, develops, and maintains laboratory documents essential for lab experiments. Prepares and disseminates safety data for classroom use.
3. Prepares classrooms and learning labs for student use during operating hours, cleans and disinfects equipment and workspace, and locks and unlocks doors to the laboratory, classrooms, and learning labs.
4. Inventories stock and enters information into the Laboratory Information Management System. Purchase of materials/equipment as approved. Receives, verifies, and enters order information into the Laboratory Information Management System.
5. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of internal and external customer service principles and practices
3. Knowledge of laboratory techniques
4. Knowledge and application of various instructional methodologies
5. Skill in effective communication (both written and oral)

6. Skill in organization, coordination, and management
7. Skill in problem solving
8. Ability to develop and maintain effective and positive working relationships
9. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High School Diploma or GED required.
 - Associate degree in Applied Science or a closely related field of study preferred.
 - Bachelor's degree in Chemistry or Biology or a closely related field of study preferred.
 - One (1) to three (3) years of related experience in a laboratory required.
 - Three (3) to five (5) years of related experience with a laboratory in an Institution of higher learning preferred.
 - May require Hazardous Materials Certification.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional setting; to remain in a stationary position for prolonged periods of time; to frequently position self to perform duties; to move, transport, and/or position light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to operate various equipment required to perform duties; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as infectious disease, chemicals, or moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening or weekend work duties
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License