

SCIENCE LABORATORY TECHNICIAN

DEFINITION

Prepares science laboratory materials, solutions, equipment and formulas for demonstration and experiment purposes and receives, processes, stores, and prepares and distributes science laboratory supplies, materials, and equipment.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by a classified for academic manager.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Makes and dispenses molarity, percent, and formula solutions, reagents, stains, dyes, agar plates, slants, nutrients broth, culture media, buffer solutions, fixations and preservatives for chemistry, biology, and physical science classes.

Prepares necessary supplies and equipment for laboratory sessions.

Prepares reagents and solutions when needed and demonstrates techniques.

Assists teachers with preparation for demonstration lectures and prepares necessary materials for laboratory experiments.

Establishes procedures to reduce and refine the amounts of toxic waste materials handled by Campus Safety Officer.

Prepares, packages and labels, in accordance with Federal or State requirements, hazardous waste materials from labs for transmittal to and handling by Campus Safety Officer.

Monitors and records new, formerly undisclosed, and/or increases in legally permitted amounts of hazardous waste material, and notifies Glendale Fire Department of same.

Maintains inventories and records of laboratory equipment and supplies.

Dismantles equipment, cleans and returns any glassware to storage and returns supplies to stockroom after laboratory sessions.

Orders laboratory supplies.

Helps direct the activities of student assistants and assists advanced students with experiments and projects.

Assists in the general maintenance of assigned science laboratories.

Selects, trains, evaluates and maintains schedules of student workers.

Performs related work as required.

QUALIFICATIONS

Knowledge of:

Sterilization, aseptic and related laboratory procedural techniques.

Stock inventory procedures and recordkeeping principles and practices.

Safe techniques for handling and storing laboratory materials, supplies, and equipment.

Laboratory apparatus and equipment uses and operational characteristics.

Ability to:

Prepare science laboratory demonstration materials and solutions and demonstrate laboratory techniques.

Understand and carry-out oral and written instructions.

Understand mechanical functions of, make minor repairs to, and use laboratory equipment and apparatus.

Establish and maintain effective working relationships.

Prepare and maintain records and inventories.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

One year of experience in the preparation and demonstration of science laboratory materials, supplies, and solutions for experimental purposes.

Desirable:

Specialized courses in science laboratory demonstration and preparation techniques and principles.