

**ASSISTANT SCIENCE LABORATORY TECHNICIAN - CHEMISTRY**

**DEFINITION**

Assists Science Laboratory Technician - Chemistry in the preparation of solutions, equipment and formulas for demonstration and experiment purposes, and with the receipt, processing, storage, and preparation and distribution of chemistry supplies, materials, and equipment.

**SUPERVISION RECEIVED AND EXERCISED**

Supervision is provided by a classified manager.

May provide work direction to student workers.

**EXAMPLES OF DUTIES**

Assists Science Laboratory Technician - Chemistry in the making and dispensing of molarity, percent, and formula solutions, reagents, stains, dyes, agar plates, slants, nutrients broth, culture media, buffer solutions, fixations and preservatives.

Prepares necessary supplies and equipment for laboratory sessions, for day or evening college.

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

Assists with preparation of reagents and solutions when needed, and demonstrates techniques.

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 material from labs for transmittal to and handling by campus Safety Officer.

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

Assist with establishing and maintaining computerized inventory systems for chemicals and equipment.

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

Orders laboratory supplies.

Assists advanced students with experiments and projects.

Assists in the general maintenance of assigned science laboratories.

Provides work direction and training to student workers.

Verifies time sheets for 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.

Train and provide work direction to others.

## **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.

Familiarity with spreadsheet (Excel) and database (Access) software.

**Note:** Some positions in the classification may be required to work 50% or more of the assigned time after 5:00 pm.