



## Laboratory Technician III - Chemistry

Classified Range: 52

Board Approved: 11/18/21 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Provides instructional support services for faculty and students in the use of variety of equipment, materials, and supplies in the chemistry laboratory setting.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Coordinates with faculty in the planning and implementation of experimental design and preparation of laboratory experiments; working from knowledge of the subject area, reference materials, course outline, and without specific instructions, organizes, arranges, and prepares laboratory equipment, reagents, chemical solutions unknowns, and other teaching aids for class demonstrations, experiments, and general instruction.
2. Prepares and dispenses hazardous and non-hazardous chemicals and solutions, including toxins, acids, bases, corrosives, oxidizers, reducers flammables, irritants, carcinogens and mutagens; performs analyses on water, reagents, and unknown compounds.
3. Troubleshoots chemistry experiments by conducting and applying quantitative and qualitative research.
4. Monitors production and collection of hazardous waste materials and toxic chemical materials resulting from lab classes.
5. Analyzes, categorizes, and properly stores hazardous waste according to all local, state, and federal guidelines; arranges for proper storage and disposal of toxic, hazardous waste, caustic or flammable chemicals; arranges for proper storage and disposal of toxic, caustic, or flammable chemicals.
6. Demonstrates and provides direct assistance to students in the proper use and care of laboratory materials and equipment as needed.
7. Maintains a safe laboratory environment through the proper use of chemical segregation and labeling, safe working practices, and other prudent practices that conform to District, state, and federal requirements; coordinates with environmental health and safety on the development and implementation of related safety training programs.
8. Researches, inventories, orders, receives, and stocks materials, supplies, and equipment for laboratory use; determines and compiles lists of needed laboratory items and supplies for upcoming semester instruction; requests quotes from vendors; enters purchasing requests for needed items; receives and tracks missing items; arranges for returns of damaged items; searches for vendors for specialty items. Evaluates chemicals and equipment for suitability, cost, availability and other factors.



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9. Assists in creating and updating lab manuals and other pertinent educational documents for laboratory teaching.
10. Operates and maintains a variety of technical equipment and measuring devices, including burets, volumetric glassware, Ph meters, chromatography, analytical balance, voltmeter, spectrophotometer and others; researches and advises on the selection of equipment and supplies; sets up, operates, adapts, tests, and maintains equipment; connects and interfaces computer systems and laboratory apparatus.
11. Prepares, troubleshoots, tests, adjusts, calibrates, and performs routine maintenance on a variety of scientific instruments, equipment and supplies; contacts external service representatives for major service or repair as needed; coordinates with vendors to perform balance calibration on lab equipment as needed.
12. Provides guidance on a variety of complex instruments, advanced analytical equipment, materials and supplies within chemistry labs.
13. Coordinates and performs special projects and programs for campus events; prepares and presents oral presentations to new and prospective college students from local feeder schools.
14. Maintains records and reports on laboratory materials loaned to students, instructors, and other departments; issues and maintains records on lockers.
15. Maintains expenditure records and provides data for budget estimates.
16. Maintains current knowledge of laws, policies and procedures related to laboratory protocols, objectives and priorities; develops strategies for the achievement of these goals; researches advances in technology and keep current on relevant technology changes pertaining to chemistry lab equipment and apparatus.
17. Performs other duties related to the primary job duties.

### **MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **CORE COMPETENCIES:**

##### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

##### **Fact Finding**

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques



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### Adaptability

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

### Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

### Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately\*\*

### Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

### Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

### Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information \*\*

### Professional and Technical Expertise

- Applying technical subject matter to the job \*\*
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization\*\*



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### Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

### Education and Experience Guidelines

#### Education/Training:

A Bachelor's Degree from an accredited college or university with major coursework in Chemistry, Biochemistry, or a related field.

#### Experience:

Four (4) years of experience as a laboratory technician or in a Chemistry stockroom.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a laboratory setting; exposure to toxins, acids, bases, corrosives, oxidizers, reducers, flammables, irritants, carcinogens and mutagens, dusts, fumes, moderately high levels of toxic chemicals and solvent; work with laboratory equipment and apparatus.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, lab coats, gloves, respirators, or face shields.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment; and to distinguish color.

**Hearing:** Hear in the normal audio range with or without correction.