

DESERT COMMUNITY COLLEGE DISTRICT

INSTRUCTIONAL LABORATORY TECHNICIAN - ART

BASIC FUNCTION

Under the direction of an assigned supervisor, operate instructional art laboratories; fire, maintain and repair kilns; formulate ceramic glazes and clay bodies; operate, maintain and repair a wide variety of specialized equipment including mixers, wheels, welding equipment, and hand and power tools; assist students in the proper and effective operation and use of a variety of equipment, chemicals and materials used in art courses; order, receive and store supplies; maintain equipment, inventories, records, and reports; perform duties to support any and all art department 3-dimensional courses and activities as directed.

REPRESENTATIVE DUTIES

1. Support the daily operations of the art laboratories and classrooms; maintain a clean and safe learning environment. *E*
2. Prepare and test clays, glazes, and engobes; monitor the use and replenishment of clay, glazes and engobes. Handle materials safely, appropriately cleaning any spills to avoid accidents. *E*
3. Using established safety procedures load and fire kilns (gas and electric). *E*
4. Maintain and make minor repairs to equipment; notify supervisors of any malfunctioning equipment. *E*
5. Inventory and order supplies, raw materials, tools, and equipment; organize and maintain glaze room, storage cage, and other supplies storage areas. Maintain inventory records. *E*
6. Assure compliance with safety regulations; assist students in the proper and safe operation of all lab equipment. *E*
7. Assist in providing instructional guidance; reinforce concepts, techniques, and practical applications presented by the instructor. *E*
8. Perform clerical duties as requested by supervisor. Gather information and prepare reports. Use a computer and appropriate software including Outlook, Word and Excel. *E*
9. Support any and all art department 3-dimensional courses and activities as directed.
10. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Demonstrated competence in various ceramic and sculpture processes and techniques; clay and glaze chemistry; operation, maintenance, and repair of specialized equipment including kilns, wheels, mixes, welding equipment, and power techniques; casting, welding, woodworking and metal skills; safe handling and disposing procedures of hazardous materials, such as chemicals used in the Art department; record keeping techniques; office procedures, methods, and equipment including software applications such as word processing, spreadsheets, and email; correct English usage, grammar, punctuation and vocabulary; and oral and written communication skills.

Ability to: Communicate effectively both orally and in writing; establish and maintain effective working relationships with others using interpersonal skills including tact, patience and courtesy; take initiative and work independently with little direction; understand and follow oral and

written directions; plan and organize work; meet schedules and timelines; maintain timely and accurate financial and statistical records; handle and dispose of hazardous materials, such as chemicals used in the Art department; demonstrate the proper use, maintenance and repair of specialized equipment; issue, receive and maintain security of equipment and supplies; maintain records and prepare reports; orient, train, and assist students; demonstrate a sensitivity to and relate to persons with diverse socio-economic, cultural, ethnic, gender, ability, and sexual orientation backgrounds; reach overhead, above the shoulders, and horizontally; bend at the waist; sit or stand for extended periods of time; stoop and kneel; crouch and crawl; clear vision at 20 inches or less; distance vision at 20 feet or more; peripheral vision; lift and or move up to fifty pounds.

EDUCATION AND EXPERIENCE

Any combination equivalent to an Associate of Art degree with major coursework in art, ceramics, and/or sculpture and two (2) years of experience in the maintenance of a ceramics shop, preferably in an educational art facility.

WORKING CONDITIONS

Environment: Laboratory and classroom environments; noise from equipment; fumes from chemicals use.

EMPLOYMENT STATUS

Bargaining Unit Position

E=Essential Function

Range 9

Approved 11/10