

DESERT COMMUNITY COLLEGE DISTRICT

LABORATORY SPECIALIST/SCIENCE

BASIC FUNCTION

Under the direction of an assigned supervisor, assist instructors in the physical and life sciences in the planning, organization, preparation and presentation of classroom and laboratory materials; schedule, maintain and issue supplies and equipment utilized for instructional purposes; assist academic staff by handling administrative laboratory functions.

REPRESENTATIVE DUTIES

1. Assist instructors in the planning, organization, preparation and presentation of classroom and laboratory materials; set up materials and equipment for experiments and remove them when done; ensure that stock solutions and lab supplies are always restocked and ready to use. ***E***
2. Prepare requisitions and process purchases of instructional supplies and equipment; oversee safety and security of instructional materials. ***E***
3. Receive, issue, store and care for laboratory, classroom, or other instructional material and maintain facilities in a clean and orderly condition. ***E***
4. Maintain storeroom and inventory records maintaining Material Safety Data Sheets (MSDS), records, equipment, supplies, specimens and other materials. ***E***
5. Maintain laboratory environment in a safe, clean and orderly condition; assist in the upgrade of equipment and supplies. ***E***
6. Prepare media stock cultures and subcultures; properly label and safely store live, hazardous biological materials (microbiological bacterial cultures); properly dispose of inoculated and contaminated materials. ***E***
7. Prepare chemical solutions and serial dilutions; properly label and safely store chemicals; properly dispose of chemicals and chemical waste materials. ***E***
8. Maintain hazardous materials storage and handling as assigned; troubleshoot problems and make modifications as necessary, insuring that all procedures are in compliance with the guidelines of various regulatory organizations including, but not limited to, CalOsha and the EPA. ***E***
9. Oversee safety and security of equipment and materials; arrange for quarterly pickup of hazardous waste materials following appropriate District procedures. ***E***
10. Calibrate equipment and make minor adjustments as necessary; arrange for maintenance, repair, and replacement of equipment; assist in upgrade of equipment and materials. ***E***
11. Attend periodic training and certification in chemical HAZMAT handling and storage procedures; biological blood borne and microbiological pathogen handling and storage; OSHA and Cal OSHA requirements and others as deemed necessary. ***E***
12. Tutor students individually or small groups in a variety of instructional and tutorial situations; prepare or oversee students in preparation of laboratory setups. ***E***
13. Administer and score tests as assigned; maintain student record and test files; develop reports as requested. ***E***
14. Train and assign duties to student workers.
15. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, procedures and equipment of assigned subject area; laboratory equipment and materials safety regulations involving area of specialty; characteristics of chemicals pertaining to health, flammability and reactivity; hazardous materials storage and handling; principles and practices of providing work direction and training; record-keeping techniques; correct English usage, grammar, spelling, punctuation and vocabulary; district organization, operations, policies and objectives; technical aspects of field of specialty; oral and written; communication skills; operation of a computer terminal and related software; interpersonal skills using tact, patience and courtesy; principles of training and providing work direction.

Ability to: Perform specialized and technical duties to ensure efficient lab operations; provide information and assistance to students and staff; assure the care and security of assigned equipment, materials and supplies; maintain instructional equipment in proper working order; issue and receive equipment and supplies; plan and organize work; understand and follow oral and written directions; work independently with little direction; communicate effectively both orally and in writing to exchange information; establish and maintain effective working relationships with others; meet schedules and time lines; maintain records and prepare reports; operate laboratory equipment; research new methods, materials and equipment related to assigned subject area; reach overhead, above the shoulders and horizontally; bend at the waist; stand for extended periods of time.

EDUCATION AND EXPERIENCE

Bachelor's degree preferred or any combination of education and experience equivalent to a Bachelor's degree from an accredited institution in physical or life science. One year laboratory work in analytical and organic chemistry or biological science laboratory in an academic or laboratory environment. Training in hazardous materials and/or one year of experience handling hazardous materials.

DESIRABLE QUALIFICATION

A minor in an area that would complement the major (e.g. Biology major with a Chemistry minor etc.).

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier.

WORKING CONDITIONS

Environment: Laboratory environment. Driving a vehicle to conduct work. Subject to exposure to reagents, chemicals and other harmful substances.

EMPLOYMENT STATUS

Bargaining Unit Position

E: Essential Functions

Range 13

ADOPTED: 7/00

Revised 2/2015