

## DESERT COMMUNITY COLLEGE DISTRICT

### LABORATORY SPECIALIST

#### BASIC FUNCTION

Under the direction of an assigned supervisor, assist instructors 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 supplies and equipment for instruction and remove when completed. *E*
2. Tutor students individually or small groups in a variety of instructional and tutorial situations; prepare or oversee students in preparation of laboratory setups. *E*
3. Oversee safety and security of equipment and materials; arrange for requisite pickup of hazardous waste materials following appropriate District procedures; maintain hazardous materials storage and handling as assigned; troubleshoot problems and make modifications as necessary, ensuring that all procedures are in compliance with the guidelines of various regulatory organizations including CalOSHA. *E*
4. Assist in program compliance. *E*
5. Calibrate equipment and make minor adjustments as necessary; arrange for maintenance, repair, and replacement of equipment; assist in upgrade of equipment and materials; install new hardware and software on equipment. *E*
6. Prepare requisitions and process purchases of instructional supplies and equipment; gather data and assist in the preparation of budgets; assist in creating and updating policies, procedures, and manuals.
7. Attend periodic training and certification in chemical HAZMAT handling and storage procedures, and others as deemed as necessary. *E*
8. Oversee safety and security of instructional materials and equipment. *E*
9. Maintain laboratory environment in a safe, clean and orderly condition; mix, apply and spray chemical applications as required. *E*
10. Maintain storeroom and inventory records, equipment, supplies, and other materials; maintain and perform minor maintenance on equipment and vehicles as assigned. *E*
11. Receive, issue, store and care for laboratory, classroom, shop, tool room or other instructional material and maintain facilities in a clean and orderly condition. *E*
12. Administer and score tests as assigned; maintain student record and test files; develop reports as requested.
13. Participate and attend related training and conferences.
14. Train and assign duties to student workers.
15. Perform other 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; hazardous materials storage and handling; 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; interpersonal skills using tact, patience and courtesy.

## **Laboratory Specialist**

**Ability to:** Perform specialized and technical duties to assure efficient lab operations; provide information and assistance to students and staff; assure the care and security of assigned equipment, materials and supplies; maintain learning 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**

Any combination of education and experience equivalent to an Associate's degree and preferably four years' experience in field of specialty with at least one year experience in a laboratory setting or work environment directly associated with the assignment.

### **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 chemicals and other harmful substances.

### **EMPLOYMENT STATUS**

Bargaining Unit Position

E = Essential Functions

**RANGE 13**

Approved by the Board of Trustees: April 20, 2017