

## DESERT COMMUNITY COLLEGE DISTRICT

### LEAD 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; coordinate laboratory specialist to provide assistance with 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. Coordinate the laboratory specialists to assist instructors in the planning, organization, preparation and presentation of classroom and laboratory materials; assign the set-up and break-down of materials and equipment for experiments. Assist instructors when necessary. *E*
2. Confirm that stock solutions and laboratory supplies are always restocked and ready to use; order supplies as necessary. *E*
3. Monitor and prepare requisitions and process purchases of instructional supplies and equipment.
4. Maintain safety and security of all storerooms. *E*
5. Inspect and care for laboratory, classroom, or other instructional material and monitor the clean and orderly condition of all science facilities. *E*
6. Maintain storeroom and inventory records maintaining Material Safety Data Sheets (SDS), records, equipment, supplies, specimens and other materials. *E*
7. Audit and maintain the laboratory environment to maintain a safe, clean and orderly condition; assist in the upgrade of equipment and supplies. *E*
8. Maintain and prepare the 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*
9. Coordinate the preparation of chemical solutions and serial dilutions; properly label and safely store chemicals; properly dispose of chemicals and chemical waste materials; prepare as necessary. *E*
10. 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*
11. Maintain safety and security of equipment and materials; arrange for quarterly pickup of hazardous waste materials following appropriate District procedures. *E*
12. Review the calibration of equipment and make minor adjustments as necessary; arrange for maintenance, repair, and replacement of equipment; assist in upgrade of equipment and materials. *E*
13. Attend yearly training and certification in chemical HAZMAT handling and storage procedures; biological blood borne and microbiological pathogen handling and storage; OSHA and CalOSHA requirements and others as deemed necessary. *E*
14. Train and assign duties to laboratory specialists and student workers. *E*
15. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles, practices, procedures of science storerooms and laboratories; laboratory equipment and materials safety laws and 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; ordering and 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 direction to laboratory specialists.

**Ability to:** Perform specialized and technical duties to ensure efficient laboratory operations; provide information and assistance to staff; assure the care and security of assigned equipment, materials and supplies; maintain instructional equipment in proper working order; oversee the issuing and receiving of equipment and supplies; plan and organize work schedules of laboratory specialists; clearly give 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; Oversee the maintenance of records and prepare reports; oversee the operation of 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 in a major of Biology or Chemistry from an accredited institution in physical, natural or life science. Three years 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 15

Approved: Board of Trustees December 15, 2017