

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

LABORATORY TECHNICIAN - PHYSICAL SCIENCES

Salary Range 16

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform specialized and technical duties to assist in the operation and maintenance of a physical sciences instructional laboratory. (According to TOP Code 19, Physical Sciences include: Physical Science, Physics/Astronomy, Chemistry, Earth Science, Geology, and Oceanography)

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Assist in the operation and maintenance of a physical sciences instructional laboratory; perform specialized and technical duties to assure efficient lab operations; set up laboratory and equipment for instructors. (E)
- Assist teachers and students in the use of a variety of equipment, materials and supplies in the instructional setting; provide assistance to students as appropriate, assigned or according to established procedures. (E)
- Prepare instructional materials and equipment for teacher demonstrations and student use as requested, according to approved procedures; prepare lab handouts related to experiments; assist instructors with proctoring tests. (E)
- Maintain a physical sciences laboratory environment in a safe, clean and orderly condition; mix and apply cleaning chemical applications as required; maintain related safety, accident and incident records as required. (E)
- Order, receive and store supplies, materials and equipment; maintain inventories, to assure appropriate quantities are available for instructional use. (E)
- Adjust, maintain, calibrate and perform minor repair to equipment; report major repair needs or arrange for repairs according to established procedures. (E)
- Prepare and maintain various records and reports related to laboratory operations and activities as required; research and obtain new experiments for laboratory use. (E)
- Assist in the coordination of the use of physics lab facilities to assure the availability of appropriate supplies and equipment.
- Operate a variety of equipment related to any of the physical sciences lab, including electronic testing equipment, lab experimental equipment, copier and a computer.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Principles, practices, procedures and equipment of assigned physical sciences instructional lab.
- Safety regulations involving area of specialty.
- Basic record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Advanced mathematics.
- District organization, operations, policies and objectives.
- Technical aspects of physics.
- Basic computer operation.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Proper methods of storing equipment, materials and supplies.

ABILITY TO:

- Perform specialized and technical duties to assure efficient physical sciences lab operation.
- Provide information and assistance to students and staff.
- Assure the care and security of assigned equipment, materials and supplies.
- Maintain physical sciences laboratory equipment in proper working order.
- Apply advanced mathematical problem-solving.
- Plan and organize work.
- Operate a computer terminal and related software applications.
- Understand and follow oral and written directions.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.

EDUCATION AND EXPERIENCE: Any combination equivalent to: Associate's degree in any of the physical sciences (per TOP Code 19), or engineering; and two years practical experience in any physical science field.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Instructors, student worker, students, vendors, other departmental personnel.

WORK ENVIRONMENT:

- Physical sciences lab environment.

PHYSICAL EFFORT:

- Dexterity of hands and fingers to operate specialized equipment.
- Carrying, pushing or pulling lab equipment.
- Walking and standing for extended periods of time.