

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL LAB TECHNICIAN-SCIENCES & ALLIED HEALTH

RANGE: 26

DISTRICT VALUES

Southwestern College (SWC) is committed to meeting the educational goals of its students in an inclusive environment that promotes intellectual growth and develops human potential. We are the leader in equitable education that transforms the lives of students and communities.

SWC employees are collegial and collaborative. They demonstrate the highest degree of professionalism, integrity and respect when interacting with students, colleagues, leadership, and members of the Jaguar community. Our employees actively honor and respect diversity to foster a safe and welcoming community where all are inspired to participate and realize a sense of belonging.

Incumbents in District positions exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under the general direction of the assigned administrator, oversee and coordinate the operations of the complex sciences and allied health stockroom; perform complex technical work related to sciences, phlebotomy, medical lab technology, hematology, and medical assisting including to prioritize, distribute, and coordinate lab assignments; and train, assign, and review work assigned to students and lab technicians.

DISTINGUISHING CHARACTERISTICS

The Instructional Lab Technician-Sciences and Allied Health classification works with minimal supervision and is responsible for labs that use complex, state-of-the-art equipment and analytical instrumentation as well as a wide variety of hazardous chemicals. The Science and Allied Health labs are a diverse and dynamic environment requiring that the incumbent maintain a current working knowledge and understanding of complex equipment, instrumentation, hazardous chemicals, and related safety regulations in unrelated areas. This classification is distinguished from the Instructional Lab Technician – Science by the advanced level of knowledge required of multiple programs and disciplines, as well as health and safety regulations for multiple types of lab environments, and the responsibility for training other technicians, instructors, and student workers to safely work in such an environment.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Train laboratory assistants and student workers; coordinate schedules and activities of student workers and student lab technicians; provide guidance to student workers and provide opportunities for learning new tasks and techniques utilized in the lab; provide input into student performance evaluations. **E**

2. Assign locker equipment and explain locker responsibility to students; check students out of assigned lockers; clean up lockers from students that dropped class; clean and prep lockers for the following semester; prepare assessment of charges and place holds on students not checked out of locker. **E**
3. Prepare and issue materials and equipment for student use; ensure that all supplies, equipment, and chemicals are presented in a safe and orderly fashion for each specific lab according to the schedules of faculty for both day and evening labs; prepare chemical solution, reagents, unknowns and other laboratory materials, supplies, and equipment; dismantle and clean up labs. **E**
4. Maintain stock rooms, laboratories, prep areas and other assigned areas in a safe, clean and orderly condition; encourage awareness of and oversee the proper use of facilities and safe practices; assume responsibility for the security of the building, chemicals, equipment, and supplies; store, handle, treat, and dispose of hazardous chemicals as necessary for all instructional programs in the Center/School according to applicable safety laws and regulations. **E**
5. Participate in safety programs and workshops; institute necessary changes to keep department functioning in a safe manner; encourage awareness of and oversee the proper use of facilities and safe practices. **E**
6. Organize, prepare and maintain laboratory procedures manuals; generate lab protocols for faculty, staff and student workers. **E**
7. Rewrite and update lab experiments to meet need; perform newly introduced experiments before presentation to students; identify problems and advise instructor. **E**
8. Maintain state-of-the-art analytical instrumentation; test, adjust, maintain, use, and perform minor repairs including necessary calibrations to apparatus and equipment to ensure optimal operation; monitor gas levels; send equipment out for major repairs; coordinate usage of instrumentation with other departments. **E**
9. Use and operate a variety of technical equipment and measuring devices; learn to use and operate new equipment as obtained. **E**
10. Assist instructional staff; provide safety training to part-time instructional staff; demonstrate departmental procedures in the lab. **E**
11. Work cooperatively with and coordinate activities with other District staff and service areas including maintenance, purchasing, computer services, warehouse, cashiering, and other offices throughout campus. **E**
12. Maintain a variety of files and records regarding instructional materials, inventories, purchase orders and equipment repairs. **E**
13. Assist in preparation of the preliminary laboratory budget; project estimated needs, supplies and requests; monitor budget expenditures. **E**
14. Set up and participate in outreach events and chemical demonstrations. **E**
15. Provide assistance in semester class schedule plans using room charts. **E**
16. Provide assistance and technical expertise on related special projects such as design or modification of laboratories in new or existing facilities.
17. Perform related duties and responsibilities as required.

E = Essential Function

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles, practices, procedures and equipment used in science, medical laboratory

technology, phlebotomy and medical assisting labs.

- Science, medical laboratory technology, phlebotomy and medical assisting laboratory operations at the community college level.
- Technical aspects of field of specialty.
- Operational characteristics of state-of-the-art analytical instrumentation and equipment used in the science, medical laboratory technology, phlebotomy and medical assisting departments.
- Biotechnology instrumentation.
- Basic principles of lead supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Occupational hazards and standard fire safety practices.
- Proper methods and techniques governing the storage and disposal of hazardous chemicals and materials.
- Principles and practices of record keeping.
- Modern office procedures, methods, and equipment including computers and applicable software applications.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Prepare and set up laboratory equipment, models, reagents and other teaching aids for class exercises, experiments and demonstrations.
- Prioritize and coordinate experimental laboratory set-ups.
- Use and operate a variety of technical laboratory equipment and measuring devices.
Apply techniques of precise measurement and notation.
- Ensure the proper operation, care and security of assigned equipment, specialized materials and supplies.
- Assemble, maintain and repair lab equipment for safety and functionality including state-of-the-art analytical instrumentation.
- Demonstrate competence in the areas of science, medical laboratory technology, phlebotomy and medical assisting.
- Issue, present, and receive equipment, supplies, and chemicals in a safe and orderly fashion.
- Adapt to changing technologies and learn functionality of new instruments, equipment, and systems.
- Assist instructors in planning demonstrations.
- Prepare chemical solutions, reagents, unknowns, and other laboratory materials, supplies, and equipment utilized by chemistry, instructors, and students.
- Plan and organize work.
- Train, select, evaluate and provide work directions to student workers and lab technicians.
- Work independently with little direction.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Understand and follow oral and written instructions.

- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Learn and adapt to changing technology and equipment used in the performance of assigned duties.

EDUCATION AND EXPERIENCE

Two (2) years of college with major course work in science, medical lab technology, phlebotomy, and/or medical assisting or a related field; **AND** two (2) years of work experience that demonstrates knowledge in assigned areas.

LICENSE OR CERTIFICATE

Complete HAZWOPER 40-hour training within six (6) months of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an instructional lab setting with frequent contact with student and staff; exposure to potentially hazardous chemicals, fumes, dust, gases; work in or with water.

Physical: Primary functions require sufficient physical ability and mobility to work in an instructional lab setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; operate a variety of laboratory equipment; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; distinguish color.

Hearing: Hear in the normal audio range with or without correction.

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Southwestern Community College District