

Laboratory Technician, Chemistry (IVC - Substitute)
South Orange County Community College District

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Downloaded On: Jul. 16, 2024 8:31am

Posted Jul. 12, 2024, set to expire Jan. 28, 2025

Job Title	Laboratory Technician, Chemistry (IVC - Substitute)
Department	
Institution	South Orange County Community College District South Orange County Community College District, California
Date Posted	Jul. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor Other Administrative Categories
Academic Field(s)	Sciences - Chemistry
Job Website	https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Irvine-Valley-College/Laboratory-Technician--Chemistry--IVC---Substitute-_REQ12409

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Job Description

SUMMARY DESCRIPTION

Under direction from higher level administrative or full-time academic staff, assists in the preparation of materials and demonstrations for chemistry lab instruction; operates and demonstrates use of specialized equipment, supplies, and materials; and maintains the general cleanliness of the chemistry stockroom and laboratories.

DISTINGUISHING CHARACTERISTICS

Positions in the Lab Technician, Chemistry class are distinguished from the Senior Lab Technician,

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Chemistry by the level of responsibility assumed. In comparison to the Senior Lab Technician, Chemistry, positions at this level are assigned tasks with limited to no involvement in budget activities and ordering of supplies and equipment. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and are fully aware of the operating procedures and policies of the work unit.

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. Ensure all sections of chemistry laboratory classes have sufficient chemicals and necessary specialized equipment in the labs prior to start of each class.
2. Prepare for chemistry laboratory demonstrations; set up chemistry laboratory apparatus; assist students in the use of a variety of chemistry laboratory equipment and instruments; ensure student compliance with laboratory policies, procedures, and safety precautions; demonstrate proper care and cleaning procedures for laboratory equipment.
3. Provide assistance to students when they need equipment or chemicals from the chemistry stockroom.
4. Maintain a clean and safe learning environment; clean floors, table tops, desks, and furniture; ensure each chemistry lab is adequately supplied with paper towels and soap prior to start of every class; perform routine and minor repairs on chemistry laboratory equipment; maintain, clean, and test equipment.
5. Make solutions and mixtures of chemicals for chemistry labs; dispense and label chemicals in vials and test tubes.
6. Monitor and dispose of chemicals and chemical waste; ensure chemical and material wastes from each lab are collected and disposed of in compliance with appropriate safety and environmental regulations; identify, collect, and store unwanted and expired chemicals according to established safety guidelines and procedures.
7. Participate in the ordering and maintenance of supplies, materials, and equipment; store, discard, and rotate materials according to standard procedures; receive, assemble, and test new equipment.
8. Respond to laboratory emergencies including injuries and chemical spills.
9. Respond to inquiries and requests for information; answer phones and relay messages for faculty and staff.
10. Perform related duties as required.

QUALIFICATIONS

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The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics of laboratory apparatus, equipment, and materials pertaining to chemistry laboratories.

Theories and applications of chemistry.

Principles and practices of chemistry laboratory operations.

Proper methods of storing equipment, materials, chemicals, and supplies used within the chemistry laboratory.

Mathematical principles and scientific concepts.

Methods and techniques used in handling and disposing of hazardous chemicals.

Proper methods of handling and storing equipment, materials, chemicals, and supplies used within the chemistry laboratories.

Principles and procedures of record keeping and filing.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Occupational hazards and standard safety practices.

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Ability to:

Assist in the preparation of instructional materials and demonstrations for chemistry laboratory instruction.

Correctly and efficiently set up chemistry laboratory equipment and materials used in exercises and experiments.

Operate and demonstrate the proper use of specialized equipment, supplies, and materials.

Provide assistance to students on matters related to chemistry laboratories.

Safely mix and dispense solutions for chemistry lab experiments.

Properly store and dispose of hazardous chemicals and materials.

Operate, understand the mechanical function of, and perform routine maintenance and repairs on laboratory equipment within assigned area.

Maintain the cleanliness of the chemistry stockroom and laboratories.

Interpret and apply department policies, procedures, rules, and regulations.

Ensure adherence to safe work practices and procedures.

Maintain an adequate inventory of materials for chemistry instructional programs.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to two years of college level course work in chemistry or a related field.

Experience:

Two years of increasingly responsible chemistry laboratory experience.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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