



**West Valley - Mission**

Community College District

## CLASS SPECIFICATION

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### **INSTRUCTIONAL TECHNICIAN – CHEMISTRY**

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 56

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#### **DEFINITION**

To operate an instructional chemistry laboratory and maintain relevant equipment, materials, and supplies; to facilitate student learning by providing technical assistance to faculty and students; and to train and provide oversight for student assistants in the lab.

#### **DISTINGUISHING CHARACTERISTICS**

This is the journey level in the single level Instructional Technician class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an assigned manager.

**EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Prepare materials and set up student chemistry labs according to prescribed schedule; clean and disassemble labs.

Set up, operate, and demonstrate the use of specialized equipment, instruments, and apparatus in a community college chemistry laboratory.

Prepare and standardize chemicals from concentrate; dilute chemical reagents and verify content.

Maintain a clean, neat, and safe lab environment.

Communicate with faculty regarding lab operations and equipment.

Order, receive, store, and inventory equipment, supplies, materials, and consumables for lab experiments; prepare purchase requests for new equipment and supplies; track and monitor equipment checkout; issue and distribute instructional materials for faculty and student use in chemistry labs.

Prepare and maintain a variety of records, logs, and files related to equipment and supply inventory and purchase.

Dispose of hazardous waste and household hazardous materials in accordance with federal, state, and district laws and guidelines; maintain required documentation regarding the purchase, storage, and disposal of hazardous chemicals; participate in required training for hazardous materials generators.

Recruit, train, and direct student assistants; schedule, assign, and review student assistant work; prepare and maintain a variety of records and files related to student assistant schedules and timesheets.

Calibrate instruments; coordinate equipment repairs through outside vendors.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Major principles of chemistry, including organic and biochemistry.

Equipment, supplies, and terminology used in a community college chemistry lab.

Pertinent federal, state, and district codes, regulations, policies and procedures.

Proper handling, storage, and disposal of hazardous materials.

Health and safety precautions used in an instructional lab.

Methods and techniques of recordkeeping and inventory control.

Preparation of stock solutions for laboratory experiments.

Operation and maintenance of specialized equipment and materials used in the chemistry lab.

**Ability to:**

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

Train and direct the work of student assistants.

Operate and maintain an instructional chemistry laboratory at a community college.

On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze problem equipment; identify and locate equipment and supplies; interpret schedules and lab descriptions; remember equipment location; and explain jobs to others.

On an intermittent basis, sit or stand for long periods of time; walk, bend, squat, kneel and twist while assembling supplies and equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Provide technical support for instructors and students in an instructional chemistry lab environment.

Maintain a clean and safe lab environment.

Maintain records and prepare reports.

Ensure proper handling, labeling, storage, use, and disposal of chemicals and hazardous materials.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

**Experience and Education**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:**

Two years of responsible experience in the field of chemistry.

**Education:**

Equivalent to the completion of an Associate's degree from an accredited college with major coursework in chemistry.

*EEO Category: Technical/Paraprofessional*

*Date Approved: July 1, 2017*