



**West Valley - Mission**

Community College District

## CLASS SPECIFICATION

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### **INSTRUCTIONAL TECHNICIAN – PHYSICAL SCIENCE**

Classified Position (Non-Exempt Status)

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

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#### **DEFINITION**

To operate an instructional 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 – Physical Science 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, set up and disassemble student labs according to prescribed schedule.

Set up, operate, and demonstrate the use of specialized equipment in physical science and/or engineering labs, including measuring instruments and other devices.

Organize equipment, devices, and apparatus in labs and in storerooms for ease of location and use; apply appropriate labeling.

Maintain a clean, neat, and safe lab environment.

Communicate with faculty regarding lab operations and equipment.

Maintain appropriate inventory of supplies and equipment; prepare purchase requests for new equipment and supplies; track and monitor equipment checkout.

Repair minor defects in equipment; coordinate equipment repairs through outside vendors.

Research new equipment using websites or catalogs from a variety of vendors.

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.

Properly store and dispose of hazardous materials.

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 physical science.

Equipment and terminology used in physical science and engineering laboratories.

Health and safety precautions used in an instructional lab.

Methods and techniques of recordkeeping and inventory control.

Operation and maintenance of instructional physical sciences and engineering laboratory and equipment.

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

Proper handling, storage, and disposal of hazardous materials.

#### **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 science 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 lab environment.

Maintain a clean and safe lab environment.

Maintain records and prepare reports.

Ensure proper handling, 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 a physical science laboratory.

**Education:**

Equivalent to an Associate's degree from an accredited college with major coursework in one of the physical sciences or a related field.

*EEO Category: Technical/Paraprofessional*

*Date Approved: July 1, 2017*