

Laboratory Technician

Skill Level: 7

FLSA Status: Non-exempt

IPEDS: 510

Job Purpose: Work performed in operating, repairing, and maintaining complex electronic laboratory equipment.

Characteristic Duties and Responsibilities (Essential functions for this position are on file in the Office of Human Resources for your information):

Install computer software.

Repairs and/or calibrates complex and sensitive electronic laboratory equipment such as spectrometers, pH meters, flame photometers, centrifuges, Mettler balances, nitrogen analyzer, carbon-hydrogen analyzer, gas chromatograph, capacitor checker, RF signal generator, vacuum tube voltmeter, audio generator, chain balances, computers, printers, terminals, and other peripherals.

Develops and follows preventive maintenance program.

May blow glass for repair or creation of laboratory needs.

May repair mechanical equipment such as automatic ice makers, photo copier, adding machines, computers, etc. and performing preventive maintenance on specified equipment.

May repair audio-visual equipment such as TV's, slide projectors, or movie projectors.

May maintain scientific departmental supply room for chemistry and biology labs including cleaning, sterilizing, and storing laboratory equipment.

May supervise Laboratory Stock Clerks or student workers.

May prepare materials/equipment for labs and classes or supervise Laboratory Assistant.

Assist users of laboratories by providing instructions, maintaining records, and documenting lab usage in a specified college department and assists with relocation of equipment.

Supplemental Functions:

All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation.

These functions may vary by institution.

Incumbents may provide backup to various functions within the unit.

May be required to perform related clerical tasks as assigned

Performs other work as assigned

Direction Received:

Employees work under general supervision. Advice and guidance are available from the supervisor as needed for complex issues or exceptions to policy.

Direction Given:

N/A

Job Specifications:

High School diploma or GED. Emphasis on previous coursework or experience in the science, mathematic, or computer areas. Experience in maintaining complex and delicate electronic equipment.

Knowledge, Skills, Abilities, and Worker Characteristics

Knowledge of purchasing, inventorying, and preparing laboratory materials.
Knowledge of use and care of maintenance tools and materials relating to electronic repair of complex and delicate laboratory equipment; knowledge of maintenance practices/tests, safety precautions, and occupational hazards.
Knowledge of complex electrical units found in laboratories.
Knowledge of mechanical equipment.
Ability to read and understand detailed blueprints, technical manuals, and schematics of complex laboratory equipment.
Ability to evaluate situations , resolve problems, and understand detailed instructions and guidelines.
Ability to establish and maintain effective working relationships with students, instructors, and other employees.

Working Conditions/Physical Demands/Special Conditions:

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information.

<u>Date</u>	<u>Skill</u>	<u>Evaluation</u>
5/2004	7	723032222

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.