



# Laboratory Technician- Chemistry

Class Code:  
IS-0021

Bargaining Unit: Represented Non-Management  
Classified Employees

SANTA MONICA COLLEGE  
Established Date: Nov 9, 2006  
Revision Date: Sep 15, 2010

## SALARY RANGE

\$22.28 - \$27.08 Hourly  
\$1,782.00 - \$2,166.46 Biweekly  
\$3,861.00 - \$4,694.00 Monthly  
\$46,332.00 - \$56,328.00 Annually

### CONCEPT OF THE CLASS:

Positions in this classification provide laboratory support, and assist instructors in the Physical Science Labs.

### Distinguishing Characteristics:

**Laboratory Technician – Chemistry** provides laboratory support, and assists instructors in the Chemistry Labs.

**Lead Laboratory Technician – Chemistry** is distinguished from Laboratory Technician – Chemistry by serving as a lead worker for Chemistry Lab Technicians in the Physical Science Department. The Lead Lab Technician delegates and oversees the work of Lab Technicians and student workers. The Lead Lab Technician is responsible for inventory control, ordering supplies and equipment, and updates and maintains records.

### ESSENTIAL DUTIES:

Provides technical assistance and serves as initial contact for faculty, technicians, students and outside contacts

Assist with the collection and disposal of chemical and other hazardous waste.

Assists with the ordering, receiving, storing and inventory of laboratory chemicals, supplies and equipment

Sets-up equipment for experiments for laboratory and classroom demonstrations

Prepares reagents and chemical and noxious gas solutions for classroom use

Consults with faculty on specific needs of each experiment

Inspects, maintains, calibrates, and performs minor repairs on a variety of laboratory equipment, and instruments

Demonstrates proper use and care of laboratory materials, equipment, chemicals, and supplies to students

Maintains laboratory and stock room in a clean and orderly condition

Assists with the recruiting, selection and scheduling of student workers

Performs other related duties as requested or assigned

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

**SUPERVISION:**

***Supervision Received***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Receives receive work direction from Lead Laboratory Technician – Chemistry.

***Supervision Exercised***

Positions in this classification do not supervise others, however, may provide work direction to student workers.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of principles, methods, and procedures used in general chemistry, organic chemistry, and biochemistry laboratories

Knowledge of supplies, materials, and equipment used in general chemistry, organic chemistry, and biochemistry, laboratories

Knowledge of chemical reagents and solutions

Knowledge of basic maintenance, calibration, and repair of laboratory equipment

Knowledge of safety procedures in the laboratory

Knowledge of basic record keeping techniques

Ability to communicate effectively both orally and in writing

Ability to follow instructions, policies and procedures

Ability to operate and explain laboratory equipment, chemicals, materials and supplies

Ability to interpret and properly apply methods, procedures, and regulations related to safety and proper waste disposal

Ability to measure, mix, and dispose of chemicals safely and properly

Ability to maintain laboratory equipment and materials in a clean and orderly condition

Ability to establish and maintain cooperative working relationships with faculty, staff and students and members of the public

**MINIMUM QUALIFICATIONS:**

***Education Requirement:***

Associate of Art's Degree with a major in science, including courses in general chemistry and organic chemistry. A Bachelor's degree in Chemistry is desirable.

***Experience Requirement:***

Two (2) years of recent work experience working in a Chemistry laboratory, including preparing chemicals and solutions and setting up equipment for laboratory experiments and/or demonstrations.

***Education/Experience Equivalency:***

A Bachelor's degree in Chemistry can be substituted for two years of work experience, if the coursework includes recent experience preparing chemicals and solutions and setting up equipment for laboratory experiments and/or demonstrations.

***Licensure and/or Certification:***

None

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

***Disclosure:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Work Environment:***

While performing the duties of this position employees must lift, carry, push and/or pull objects up to 25 pounds, bend and stoop, and are exposed to chemicals, and hazardous materials.