

Laboratory Technician, Chemistry
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=241330>

Downloaded On: Jul. 16, 2024 8:57am

Posted Jul. 15, 2024, set to expire Jan. 28, 2025

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|-----------------------------|---|
| Job Title | Laboratory Technician, Chemistry |
| Department | |
| Institution | South Orange County Community College District South Orange County Community College District, California |
| Date Posted | Jul. 15, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Classified Staff |
| Academic Field(s) | Research/Technical/Laboratory |
| Job Website | https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Irvine-Valley-College/Laboratory-Technician--Chemistry_REQ12146 |
| Apply By Email | |
| Job Description | |

Title:

Laboratory Technician, Chemistry

Job Category:

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CSEA

Job Opening Date:

July 15, 2024

Job Closing Date:

August 01, 2024

Location:

Irvine Valley College

Work Location:

Irvine, CA

Department:

Chemistry

Pay Grade, for more information click on this link:

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

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Pay Rate Type:

Monthly

Work Days:

Monday - Friday

Work Hours:

8:00 am - 5:00 pm (Schedule and shift are subject to change in accordance with department needs)

Hours Per Week:

40

Percentage of Employment:

100%

Months of Employment:

12

Salary:

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Starting at \$5,003 to \$5,526 per month

Required Documents:

Resume and Cover Letter

Job Description:

C.S.E.A. Classified Bargaining Unit Salary Range 122

Must apply by 11:59 pm on 7/31/2024 to be considered for the position.

Required Document: Resume and Cover Letter

Applications missing the required documents will not be considered.

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

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

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

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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

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.

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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.

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.

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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.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a laboratory setting; exposure to noise, dust, grease, smoke, fumes, noxious odors, and gases; work with laboratory equipment and apparatus; may work with water. Moderate exposure to risks controlled by safety precautions.

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Physical: Primary functions require sufficient physical ability and mobility to work in a laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate laboratory equipment and apparatus requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; may require the wearing of safety glasses or goggles, lab coats, rubber or plastic gloves, respirators or face shields.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

SPECIAL COVID-19 NOTICE:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:



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The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

PLEASE NOTE:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

DISABILITY ACCOMODATIONS:

If you require special accommodations in the application and/or selection process, please notify District Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrintfodesk@socccd.edu.

ATTENDANCE REQUIREMENT:

Report to work on a regular and consistent basis, as scheduled, to assigned job.

CAMPUS CRIME AND SAFETY AWARENESS:



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Information regarding campus crime and safety awareness can be found at www.saddleback.edu or www.ivc.edu. Paper copies are available in the District Human Resources office upon request.

DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

SOC CCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

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

Contact