

Senior Laboratory Technician, Math, Science, &  
Engineering (SC- Substitute)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=267953>

Downloaded On: Nov. 6, 2025 3:06pm

Posted Nov. 6, 2025, set to expire Mar. 7, 2026

**Job Title** Senior Laboratory Technician, Math, Science, &  
Engineering (SC- Substitute)

**Department** SC - School of Science, Technology, Engineering, and  
Mathematics

**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Nov. 6, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Research/Technical/Laboratory

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/5135016/senior-laboratory-technician-math-science-engineering-sc-substitute>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.

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- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
  1. Current department chair(s) (for faculty) or supervisor(s);
  2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
  3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
  4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
  5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

## Description

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 the Dean, Math, Science and Engineering, performs complex technical work

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in an instructional learning environment for a highly technical or complex subject area; exercises judgment and initiative in coordinating labs and other instructional facilities and materials within the assigned area; provides a high level of academic assistance to assigned instructors; may oversee and provide lead direction to Lab Technician positions.

### **DISTINGUISHING CHARACTERISTICS**

Positions in the Senior Lab Technician class are distinguished from the Lab Technician by the level of responsibility assumed and the complexity and range of duties assigned. Employees assume greater responsibility for more technical aspects of a learning program, perform at a skill level with a considerable degree of independence, and operate complex apparatus, equipment and machines. In addition, the Senior Lab Technician must possess extensive technical and academic training and experience in the assigned field, set up complex labs such as chemistry or biology, handle hazardous materials, oversee and manage assigned budgets, specify, order and inventory laboratory equipment, supplies and materials and provide significant academic and technical assistance to assigned instructors. 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 policies and procedures 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.

Participate in the planning and implementation of laboratory exercises, experiments and procedures; implement new or modified policies and procedures as required.

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Prepare for laboratory demonstrations; set up laboratory apparatus; assist students in the use of a variety of laboratory equipment and instruments; ensure student compliance with laboratory policies, procedures and safety precautions; demonstrate proper care and cleaning procedures for laboratory equipment.

Assist instructors in developing experiments and laboratory activities; develop and prepare lab practicum tests, study sheets, visual instructional aides, sample exercises and exams, and laboratory experiments.

Provide assistance to students on a variety of laboratory and course related matters; review student work in progress and assist in resolving technical experimentation problems.

Assist instructors, staff and students in the use of a variety of laboratory equipment, materials and supplies in an instructional setting; monitor students involved in laboratory activities; ensure student compliance with laboratory policies, procedures and safety precautions; demonstrate safety and emergency procedures in class and laboratory situations.

Maintain a clean and safe learning environment; diagnose and repair malfunctioning laboratory equipment; maintain, clean and test equipment relating to biology, chemistry and various other experimentation and study including microscopes, balances, lasers, cameras, vacuum pumps, optical systems, computers, hand power tools, telescopes, meters, generators and heaters.

Oversee and participate in the ordering and maintenance of supplies, materials and equipment; acquire and maintain an inventory of materials for instructional programs including but not limited to a variety of specimen collections, chemicals, laboratory supplies, glassware, books, slides and films; store, discard and rotate materials according to standard procedures; receive, assemble and test new equipment.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.

May oversee and provide lead direction to Lab Technician positions, part time hourly staff and student volunteers.

Prepare solutions and mixtures of chemicals for assigned laboratory use; dispense and label chemicals in appropriate containers.

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Monitor and dispose of chemicals and chemical waste; identify, collect and store unwanted and expired chemicals according to established safety guidelines and procedures.

Maintain de-ionized water purification system; maintain contract with outside vendor; read and log usage; monitor system for maintenance needs.

Check out and collect borrowed equipment including microscopes, lenses, balances, power tools, magnifiers, calculators and study sets; inspect equipment and materials for proper condition upon return.

Provide for and maintain a suitable environment for a variety of living organisms utilized in lab experiments; feed, clean and monitor organisms and maintain records of condition.

Prepare and sterilize specialized media for growth of bio hazardous microorganisms; maintain bacteria and microorganisms under safe and sterile conditions; perform proper decontamination and disposal of all microbial and fungal bio hazardous waste.

Respond to inquiries and requests for information; answer phones; relay messages for faculty and staff.

Respond to laboratory emergencies including injuries and chemical spills; serve as floor monitor during evacuations.

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:**

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Operational characteristics of laboratory apparatus, equipment and materials pertaining to assigned laboratory.

Advanced theories and applications of the assigned scientific discipline.

Advanced principles and practices of laboratory operations.

Methods and techniques used in handling and disposing of hazardous chemicals.

Proper methods of storing equipment, materials, chemicals and supplies used within the assigned laboratory.

Advanced mathematical principles and scientific concepts.

Properties and safe handling of bio hazardous and pathogenic materials.

Electronics and related repair techniques.

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.

Basic principles and practices of budget preparation and administration.

Occupational hazards and standard safety practices.

**Ability to:**

Perform complex technical work in an instructional learning environment for a highly technical or complex subject area.

Perform duties at an advanced skill level with a considerable degree of independence.

Provide assistance to students on matters related to assigned laboratories.

Provide assistance to instructors in the development of laboratory experiments and

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demonstrations.

Correctly and efficiently set up laboratory equipment and materials used in exercises and experiments.

Safely mix, dispense and store solutions for chemistry lab experiments.

Properly store and dispose of hazardous chemicals and materials.

Troubleshoot and repair electronic, optical and mechanical equipment.

Anticipate resource needs of the department and individual instructors.

Operate, understand the mechanical function of and perform routine maintenance and repairs on laboratory equipment within assigned area.

Interpret and apply department policies, procedures, rules and regulations.

Ensure adherence to safe work practices and procedures.

Participate in budget preparation and administration.

Maintain an adequate inventory of materials for 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 a Bachelor's degree from an accredited college or university with major course

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work in math, science, engineering or a related field.

**Experience:**

Three years of increasingly responsible experience in monitoring and implementing a laboratory program.

**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 potentially hazardous chemicals, noise, dust, grease, smoke, fumes, noxious odors, and gases; work with laboratory equipment and apparatus; may work in, near or with water. Moderate exposure to risks controlled by safety precautions.

**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 moderate to heavy 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 coat, 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.

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## Supplemental Information

Work Schedule: **TBD** – Schedule and shift vary and are subject to change in accordance with the department's needs.

Hours per Week: Up to 40

### Employment Conditions and Information:

This is a short-term, temporary, hourly Non-Bargaining Unit (NBU) assignment, not to exceed 160 days and 960 hours per fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). **Short-term, temporary NBU positions may only be used on an intermittent, seasonal, or project basis.** Education Code Section 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District (SOCCCD) as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the SOCCCD. The assignment may be shortened or extended at any time, due to departmental needs, with little to no notice. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

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NBU employees are limited to working in a single position for a single department and site (assignments are onsite only).

NBU employees are paid on a monthly basis. The payroll reporting period is from the 1<sup>st</sup> of the month to the last day of the month. NBU employees are paid on the 10th of the following month.

**Example:** For the following reporting period: January 1<sup>st</sup> through January 31<sup>st</sup>, the NBU employee will be paid on February 10<sup>th</sup>.

NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees Retirement System (CalPERS), through payroll deduction. The SOCCCD does not intend to employ NBU employees for more than 960 hours during any fiscal year.

**Notice to all Candidates for Employment:**

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. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

Employees must reside in California while employed with the SOCCCD.

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**California Public Employees Retirement System and California State Teachers Retirement System:**

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 the SOCCCD 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 SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrrinfodesk@socccd.edu](mailto:hrrinfodesk@socccd.edu).

**Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

**Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

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**Non-Discrimination Notice:**

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**California Fair Chance Act:**

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

**Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is 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.

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The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive academically and professionally.

Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41% Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African, 5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.

These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD's goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO).

**THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

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

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**Contact**

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