

AUGUST 2017
FLSA: NON-EXEMPT
SALARY: GRADE K
CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

CAREER AND TECHNICAL EDUCATION LABORATORY TECHNICIAN

BASIC FUNCTION: Under the supervision of the area Dean, prepares laboratory materials; calibrates and makes minor repairs and modifications on equipment; issues and replaces specialized materials used in the laboratories; organizes and maintains stockrooms; sets up and checks out instructional supplies and equipment for instructors; responsible for requisitions and receives, stores, and inventories instructional supplies, and equipment to insure adequate stock for laboratory sessions; collects, stores and properly coordinates the disposal of metal, industrial and other waste as required; and maintains accurate records of open accounts and budget information.

REPRESENTATIVE DUTIES:

1. Monitors utilization of supplies via periodic inventory reviews to assure a well-stocked laboratory; requisitions and receives instructional supplies, and equipment; calculates costs of materials from sources such as quotations and price lists; estimates and procures supplies and equipment; researches products; makes purchases; receives and verifies shipment content; assembles, tests, and installs new equipment and instruments; monitors and controls expenditures to assure payments are current and reports discrepancies as necessary; and compiles and prepares budget data based on revenue and expense estimates; and submits justifications for budget items and requested increases.
2. Participates with faculty in the planning, preparation and implementation and cleanup of instructional materials & exercises.
3. Recommends solutions to problems that may arise; and prepares special instructions for non-routine and complex assignments.
4. Sets up, operates, adapts, tests and maintains equipment, interface computer systems, industrial controls; and prepares, tests, adjusts, and performs routine maintenance, including calibration on a variety of electronic, engineering, manufacturing and related-field instruments.
5. Provides proper maintenance including identifying defective to ensure optimal operation of equipment; changes or replaces filters and performs simple repairs as needed; assures regularly scheduled and needed maintenance is completed; and orders replacement parts through authorized vendors.
6. Uses computers and computer-interfaced equipment, including document cameras, display projectors, and digital cameras in educational applications.
7. Generates spreadsheets and various forms; and maintains accurate computerized files and reports.
8. May assist with updating lab manuals and graphically generated and interactive tutorials and other pertinent educational documents for laboratory teaching using various software applications and graphic packages.
9. Collects, monitors, controls, labels, keeps detailed logs and stores and arranges for safe disposal of waste generated by these laboratories.
10. Develops, implements, and maintains laboratory safety protocols to comply with federal, state, and local regulations and District environmental health and safety requirements; and establishes and enforces laboratory safety procedures including the routine inspection and/or testing of safety

equipment and supplies and protocols for responding to laboratory emergencies such as spills of hazardous materials and injuries. Participates in laboratory training seminars in order to maintain current on technical developments

11. Organizes, cleans, and maintains electronics, engineering, manufacturing and related-field laboratories and stockroom areas.
12. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
13. Performs other duties, related to the position, as assigned.

Following are a sample of discipline specific assignments:

Electronics

1. Distributes and issues electronic instrumentation and kits to students for use in laboratory, procedures, demonstrations, exercises and exams.
2. Maintains records of materials distributed.
3. Maintains specialized supplies and equipment unique to this discipline.

Engineering

1. Prepares equipment, supplies and instrumentation for various demonstration exercises that illustrate engineering principles.
2. Ensures proper operation of needed software, 3D printers, and robotic trainers in advance of class to assure availability to students.
3. Maintains specialized supplies and equipment unique to this discipline.

Manufacturing

1. Ensures availability and proper inventory of chemicals, wood and metal for conventional and CNC machines for student hands-on assignments and demonstrations.
2. Maintains specialized equipment and supplies unique to the Manufacturing discipline

EDUCATION AND EXPERIENCE: Completion of two years at an accredited college or equivalent, including or supplemented by sixteen semester units in electronics, engineering, manufacturing or a related field (legible copies of transcripts verifying coursework and degree must be included; official transcripts will be required upon employment) and directly related experience dealing with instrumentation unique to electronics, engineering, manufacturing and related-field laboratories is required. Two years of experience in a public institution or private company that demonstrates the skill sets required to support electronics, engineering, manufacturing or related-field laboratory demonstrations is desirable.

LICENSES/CERTIFICATIONS: None

KNOWLEDGE OF:

- Methods, techniques, and procedures used in a college electronics, engineering, manufacturing or related department laboratory program.
- Laboratory equipment, materials, supplies, and laboratory procedures, practices, techniques, and terminology used in electronics, engineering, manufacturing and/or related fields.
- Tools, materials, and equipment used in the repair, calibration, and maintenance of laboratory equipment and instrumentation unique to the fields of electronics, engineering and/or manufacturing.
- Principles, practices, and environmental health and safety regulations impacting laboratory operations.
- Computer and software programs applicable to laboratory operations.
- Inventory techniques and routine record keeping procedures.

ABILITY TO:

- Learn principles, practices, and environmental health and safety regulations applicable in the disposal of waste materials, including hazardous materials.
- Learn budget and revenue control methods used in the District and assist in budget preparation activities.
- Generate and maintain accurate computerized records, databases, reports and files
- Use hand and power tools in the maintenance of laboratory instruments, equipment and systems.
- Learn and comply with all safety practices applicable to laboratory operations.
- Set up lab equipment and materials used in exercises and experiments.
- Safely handle, store and dispose of hazardous materials.
- Promote and maintain effective working relationships with those contacted in the course of work.
- Work independently in carrying out assignments of position.

CONTACTS: Co-workers, other departmental staff, faculty, administrators, vendors, repair staff, and students.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Normal laboratory and office environment.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.