College of the Sequoias Community College District
915 S. Mooney Blvd.
Visalia, CA  93277
(559) 737-6237

Description of Position

Under the supervision of the Dean of the Science Division and the direction of the Science professors, the Lab Technician (Chemistry) will perform responsible work in the planning of lab set-ups for inorganic and organic chemistry and other physical science labs; maintain laboratories, stockrooms, instrument rooms and the division's website; provide work direction and guidance to student assistants.

Education and Experience

Any combination equivalent to:

- two years college-level course work in chemistry and
- two years practical experience in a college science laboratory.

Representative Duties

- Plan lab set-ups for inorganic and organic chemistry and physical sciences classes according to established guidelines.
- Prepare or oversee student preparation of chemicals, solutions, unknowns, etc. for each lab procedure, demonstration and lab exam.
- Oversee the removal of lab set-ups; clean labs and classrooms; assure proper disposal of chemicals.
- Purchase local supplies for labs; calibrate instruments as necessary.
- Maintain laboratories, stockrooms and instrument rooms; oversee routine clean-up of assigned areas to assure security, health and safety requirements are met; check all instruments and obtain service if needed.
- Assist teachers and students in the use of a variety of equipment, materials and supplies in the instructional setting; provide assistance to students according to instructions by teachers.
- Prepare and issue material and equipment for student use; maintain records of materials and equipment used by students.
- Maintain current inventory of equipment, audio-visual materials, specimens, supplies and chemicals; oversee and assure security of laboratory equipment and process claims according to established procedures and guidelines; monitor budgets and inform instructors of budget status; communicate with vendors; research and purchase equipment and supplies as assigned.
- Perform instructional support duties; develop and implement ideas for new labs; develop audio-visual materials and models for classroom use; set up demonstrations for lectures; test new and used available software for classroom or instructor applications.
- Coordinate communications to assure efficient and appropriate operation of labs; assist students with replacement of broken or missing locker items and other necessary items; communicate with College departments and support services; communicate with local schools, medical and chemical labs to borrow or loan supplies or chemicals; contact federal and State agencies to maintain or dispose of hazardous substances; contact others to receive or provide information.
- Assist the Dean in implementing the Chemical Hygiene Plan.
• Adjust, maintain and perform minor repair to equipment; report major repair needs or arrange for repairs according to established procedures.
• Prepare and maintain various records and reports related to laboratory operations and activities as required.
• Assist in the coordination of the use of lab facilities, assuring the availability of appropriate supplies and equipment.
• Train and provide work direction to student workers and other personnel as assigned; hire, assign and review work.
• Operate a variety of equipment related to the specialized area of assignment; prepare solutions for assigned labs.
• Maintain the division’s website ensuring the information is current and accurate.
• Perform related duties as assigned.

**Conditions of Employment**

- Salary is at Range 32 AA ($19.39 hourly / $3,361 monthly).
  Initial placement on Step AA.
- Salary increase after 6 months of satisfactory service; increases annually thereafter.
- Minimum 5% increase if promoted.
- 10–working month probationary period.
- Union membership upon employment.
- PERS retirement.
- Medical/dental/vision insurance program for employee and dependents.
- Employee life insurance ($100,000) is provided.

**Working Conditions**

**Environment**
- Science Lab environment.
- Exposure to volatile compounds.

**Physical Abilities**
- Ability to lift up to 10 lbs.
- Ability to move from site to site.
- Ability to stand for extended periods of time.
- Ability to reach and retrieve files.
- Ability to monitor students during lab activities.
- Ability to communicate with students and staff.
- Ability to operate lab equipment.

**Hazards**
- Hazardous chemicals, toxic substances, gases and chemical fumes.

**Screening Procedure**

*Only complete* application packages will be evaluated by a qualified screening committee as soon as possible after the closing date. Meeting the minimum qualifications does not assure the candidate an interview. Application materials will be screened to determine the extent to which they meet the Representative Duties. A selected group of candidates will be invited for oral interviews. After initial interviews, finalists may be asked to return for a second interview. All costs incurred as a result of the application/selection process shall be borne by the candidate.

**Application Procedure**

Applicants **must** submit the following materials which must be received by Human Resource Services on or before the application deadline:

- Completed COS classified application form
- Letter of interest
- Resume

Send to:

Julie Carroll
JulieC@cos.edu
(559) 737-6237
Human Resource Services
Position 5289–c–03–16
College of the Sequoias
915 S. Mooney Blvd.
Visalia, CA 93277

**Notice to all candidates for employment**

“College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law.”

“College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at (559) 730-3867 to request a reasonable accommodation.”