Laboratory Technician, Physics

BASIC FUNCTION:
Under the direction of an assigned supervisor, perform a variety of duties to provide necessary apparatus, components and equipment for the mechanical, electrical, optical, thermodynamic and modern physics laboratories; order, receive, maintain, and issue laboratory supplies and equipment.

REPRESENTATIVE DUTIES:

1. Perform a variety of duties to provide necessary apparatus, components and equipment for the mechanical, electrical, optical, thermodynamic and modern physics laboratories.

2. Distribute, collect and store apparatus required for student laboratories; maintain inventory of apparatus and component hardware to support laboratory operations.

3. Perform a variety of repair and maintenance on apparatus as needed for classroom use; utilize a variety of hand, power and machine tools, electronic test equipment and specialized devices.

4. Perform scheduled routine maintenance and calibration of apparatus; assure the proper performance of equipment.

5. Perform various business-related functions; maintain contact with outside business representatives; monitor and control budget expenditures and evaluate quarterly budget trends.

6. Maintain a reference library of instructions for set up of apparatus and components as used in individual laboratory experiments; prepare and maintain records related to assigned activities.

7. Evaluate historical, quarterly trends to forecast and recommend the repair, purchasing and related needs of laboratory classes.

8. Provide laboratory orientations to classes regarding equipment usage and set-up to assure safety in the lab.

9. Train and provide work direction and guidance to assigned staff; provide information regarding services and apparatus.

10. Maintain stock of required hazardous materials; assure proper compliance with federal and state hazardous materials laws.

11. Operate a variety of office and electronic equipment.

12. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:


2. Equipment, materials and supplies utilized in an assigned laboratory.
3. Laboratory operations and management.
4. Laws and regulations pertaining to hazardous materials.
5. Concepts of customer service and purchasing.
6. Principles, practices and procedures used in assigned laboratory.
8. Record-keeping techniques.
9. Oral and written communication skills.
10. Interpersonal skills using tact, patience, and courtesy.
11. Technical aspects of field of specialty.
12. Operation of a computer and assigned software.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Perform a variety of duties to provide necessary apparatus, components and equipment for the mechanical, electrical, optical, thermodynamic and modern physics laboratories.
3. Analyze and repair a variety of complex mechanical, electronic and optical equipment.
4. Effectively use and interpret technical manuals and circuit diagrams.
5. Effectively use interpersonal skills of tact, patience and courtesy.
6. Communicate intelligently in written and verbal form.
7. Recognize, prioritize and accomplish goals.
8. Efficiently manage time and personnel.
9. Design, create and develop new equipment and meet deadlines for resulting projects.
10. Work independently with little direction.
11. Order, receive, maintain and issue laboratory supplies and equipment.
12. Maintain accurate records.
13. Establish and maintain cooperative and effective working relationships with others.
EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate’s degree in electronics, physics or related field and four years related laboratory experience.

WORKING CONDITIONS:

ENVIRONMENT:

1. Laboratory environment.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate assigned equipment.
3. Seeing to monitor laboratory activities.
4. Sitting or standing for extended periods of time.

HAZARDS:

1. Exposure to hazardous materials.

DATE APPROVED: March 1, 1999
RANGE: N-45
EEO-CATEGORY: H-50