

**Job Description/Title:** LABORATORY SPECIALIST- F.C.S. → LABORATORY SPECIALIST I  
**Approved, Bargaining Unit President:** 3/14/08  
**Approved, MPC Associate Dean, Human Resources:** 2/28/2008  
**Board Approved:** 6/24/08

## MONTEREY PENINSULA COLLEGE

### LABORATORY SPECIALIST I

#### **JOB SUMMARY**

Under direct supervision, prepare classroom and laboratory demonstrations for the area assigned within a broad framework of standard policies and procedures. Perform varied support activities, order and maintain inventory of supplies and equipment related to department.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Assist in take downs of work equipment in the assigned area and in the maintenance and cleaning of equipment.

Confer, as needed, with instructor (s) concerning programs and materials to meet student needs; assist instructors with class and teaching information, policies and procedures.

Participate in meetings which focus on the needs of students; set up work areas and prepare materials and equipment needed.

Receive, issue, store, and care for materials, parts, and supplies; maintain accurate records; research and take bids on materials and equipment purchases as needed.

Set up, disassemble, and clean or replace the apparatus and materials used in demonstrations.

Select, requisition, process and maintain an inventory of equipment, supplies, and other materials.

Assist students in laboratory assignments as needed; proctor tests; demonstrate new apparatus to students and instructors.

Perform routine maintenance and repair of equipment.

Operate and use a variety of equipment; train and oversee the work of student employees.

Maintain lab rooms in a clean and orderly condition.

Identify equipment problems and notify proper personnel for maintenance and repair.

##### **Other Duties**

Perform other duties as assigned.

Serve on committees as required.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein. For example, one year of work in the area to which assigned which provided knowledge of and skills in that area.

### **Knowledge**

Knowledge of: the subject matter, terminology, techniques and procedures associated with a laboratory, including equipment and materials used in the subject area; application of program needs as it applies to subject area; basic needs and requirements of students in the area to which assigned; methodology for individualized instruction; computer programs and computer systems as needed to fulfill the requirements of the job.

### **Abilities**

Ability to: work with little supervision; prioritize tasks and do several tasks simultaneously; use specialized instruments and equipment; operate and maintain equipment in the assigned area; perform experiments and demonstrations in the specialty area; communicate satisfactorily in both oral and written form; demonstrate an understanding, patient and receptive attitude toward student learning; computer programs and computer systems as needed to fulfill the requirements of the job; use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

## **PHYSICAL EFFORT/WORK ENVIRONMENT**

Moderate to heavy physical effort; occasional standing or walking; periodic handling of moderate to heavy weight parcels or equipment up to 50 pounds. Indoor/outdoor work environment.