

Job Description/Title: LABORATORY SPECIALIST- →LABORATORY SPECIALIST II
Approved, Bargaining Unit President: Reclassification Committee 4/22/2014
Approved, MPC Associate Dean, Human Resources: 4/22/2014
Board Approved: 10/22/2014

MONTEREY PENINSULA COLLEGE

LABORATORY SPECIALIST II

JOB SUMMARY

Under general 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

Plan, organize, assist, and supervise students in the preparation of laboratory set-ups and take downs in the assigned area and in the maintenance of equipment.

Schedule work to ensure that instructional materials are ready when needed by the instructor; construct training aids and specialized 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.

Schedule student help and maintain appropriate records.

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.

Oversee the safety and security of the laboratory and equipment; set up, disassemble, and clean or replace the apparatus and materials used in demonstrations.

Serve as resource person to instructors recommending laboratory equipment and supplies needed to complete the assignment.

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 laboratory equipment; construct special equipment or models as needed; keep records related to operation of laboratory.

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

Maintain and supervise maintenance of lab rooms in a clean and orderly condition; maintain security of lab.

Identify laboratory equipment problems and notify proper personnel for maintenance and repair; perform regular servicing on lab equipment.

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. Completion of approximately two years of college level course work in the area to which assigned or three years of field experience, specific knowledge and skills in the field assigned, and one year of recent related experience.

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 diverse 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.