

**LAREDO COMMUNITY COLLEGE**  
**Job Description**

**TITLE:** Lab Technician

**REVISION DATE:** September 29, 2004

**PERSONNEL GROUP:** Classified

**CLASSIFICATION LEVEL:** 15

**DEPARTMENT:** Science

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**BASIC FUNCTION AND RESPONSIBILITY:**

The technician is responsible for providing assistance, organizing, and coordinating with the instructors for the preparation of science labs.

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**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Assists in laboratory preparation, including preparing chemical reagents and solutions. Some computer skills desirable.
2. Assists instructors in the set-up, removal, and storage of laboratory equipment and chemicals in appropriate areas.
3. Establishes and maintains an inventory of chemicals and equipment used in all courses on a per-experiment basis.
4. Tracks maintenance of laboratory equipment and arranges for malfunctioning equipment to be serviced on a timely basis and/or assists faculty in making minor repairs.
5. Operates a computer to maintain laboratory records.
6. Arranges work schedule to provide some assistance to evening faculty when needed.
7. Maintains current MSDS manuals.
8. Works with campus safety committee and faculty to insure proper disposal of hazardous and chemical wastes.
9. Works with campus safety officer to maintain laboratory safety equipment in good working order.

10. Maintain a log of duties performed.

11. Performs other duties as assigned by Department Chairperson.

**QUALIFICATION STANDARDS:**

**Education:** High School Graduate and two years of college.

**Experience:** Successful completion of two years of college work, including at least one-year of General Chemistry and Biology. (Experience working in a laboratory setting is desirable.)

**Licenses:** None.

**Skills, Knowledge and Abilities:** Ability to work with other personnel in a courteous and professional manner. Ability to meet deadlines with minimal supervision.

**SKILL TEST REQUIRED:** N/A

**ACKNOWLEDGEMENT:** The undersigned have jointly read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed and/or implied.

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Employee's Signature & Date

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Supervisor's Signature & Date

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Printed Name

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Printed Name

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