

## **LABORATORY TECHNICIAN II – ASTRONOMY**

### **DEFINITION**

Under general supervision, provides instructional support services for faculty and students of the Astronomy program; prepares and sets up laboratory exercises, demonstrations, instructional materials, and supplies; assists students and faculty in the use and operation of equipment and materials related to the Astronomy program.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the assigned managerial personnel. Exercises no direct supervision of staff. Provides technical and functional direction and training to student workers.

### **CLASS CHARACTERISTICS**

This is the full journey-level in the Laboratory Technician class series. Incumbents at this level are capable of performing the full range of activities related to Astronomy program. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents use independent judgment in carrying out assigned laboratory activities. Successful performance of the work requires knowledge of applicable regulations, policies, analytical methods, and quality control/quality assurance procedures associated with assigned responsibilities. This classification is distinguished from other laboratory technicians by having subject matter expertise in Astronomy.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Prepares and sets up laboratory exercises, demonstrations, and instructional materials; monitors laboratory environment; organizes, arranges, stocks, and distributes materials, equipment, and supplies.
2. Provides instructional support services for the Astronomy program; performs instructional demonstrations of procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, tools, and equipment.
3. Operates, demonstrates use of, and maintains various laboratory equipment and materials; assembles apparatus for experiments and checks for proper functioning.
4. Prepares and sterilizes instruments and solutions.
5. Cleans and ensures proper storage of laboratory equipment; ensures laboratory and work areas are in clean and orderly condition.
6. Maintains accurate logs, reports, and records of work performed and materials and equipment used.
7. Monitors, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment as directed.
8. Trains and directs the work of student workers.
9. Submits work orders for maintenance and repair of equipment and facilities.

10. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
11. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
12. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
13. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
14. Prepares and delivers oral presentations related to assigned areas as required.
15. Performs other related or lower classification duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the Astronomy program.
3. General methods and procedures for preparing course materials and laboratory exercises and demonstrations used in Astronomy courses.
4. Set-up, operation, demonstration, and maintenance of various tools and equipment used in Astronomy program.
5. Methods, practices, and techniques of student learning and instruction.
6. Modern office practices, methods, and computer equipment and applications related to the work.
7. Record keeping principles and procedures.
8. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

### **Skills & Abilities to:**

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Explain and apply principles, practices, procedures, methods, materials, tools, terminology, and equipment related to the Astronomy program.
5. Assist students and faculty in the use and operation of equipment and materials related to the Astronomy program.
6. Create an engaging and positive learning environment in a laboratory or other learning environments.

7. Demonstrate proper use and maintenance of equipment, materials, and supplies used in the Astronomy program.
8. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
9. Estimate and order required supplies and equipment.
10. Establish and maintain filing, record keeping, and tracking systems.
11. Organize own work, set priorities, and meet critical time deadlines.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

1. Equivalent to an Associate's degree from a regionally accredited college in astronomy or related field; and
2. Three (3) full time equivalent years of experience working in a classroom, laboratory, or similar setting; or
  - a. Two (2) years of experience equivalent to the Laboratory Technician I – Astronomy;

OR

1. Equivalent to graduation from a regionally accredited four-year college or university with major coursework in astronomy or related field; and
2. One (1) full time equivalent year of experience working in a classroom, laboratory, or similar setting.
3. A Bachelor's degree from a regionally accredited college or university is preferred.

**Desirable Qualifications:**

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

### **Licenses and Certifications:**

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a laboratory/classroom environment and in the field; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied lab equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in a laboratory/classroom and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, dust, fumes, and allergens, and hazardous physical substances. Incumbents may interact with staff and/or students in interpreting and enforcing departmental policies and procedures.

Amended: 7/2023