

Science Lab Technician

Purpose Statement:

The purpose of this position is to assist with maintaining inventory of chemicals, supplies and equipment; handling and disposing of hazardous materials; assisting with ordering science supplies; preparing labs materials and equipment; ensuring lab safety protocols are followed for staff and students; collecting and maintaining lab logs and records; supporting science teachers with labs.

Essential Functions

- Assists science teachers for the purpose of supporting them in the completion of their work activities.
- Assists teachers in the supervision of students for the purpose of providing a safe and positive learning environment.
- Develops standard operating procedures for laboratory experiments and maintenance routines for the purpose of ensuring a safe and effective work environment and complying with chemical management regulations.
- Disposes of hazardous materials in accordance with MSDS requirements and Washington state laws for the purpose of meeting regulatory compliance and providing a safe environment.
- Maintains classroom equipment and inventory (orders chemicals and lab supplies) for the purpose of ensuring availability of items and/or providing for a safe learning environment.
- Prepares solutions, chemical, and equipment for science labs for the purpose of providing classroom instruction.
- Secures lab storage area and balance room for the purpose of maintaining equipment and supplies.
- Sets up and cleans up science labs for the purpose of ensuring proper chemicals, equipment and personal protective equipment is ready for students.
- Troubleshoots labs, procedures and equipment for the purpose of optimizing the efficiency of labs and ensuring safety.

Other Functions

- May serve on building committees
- May attend staff meetings and building events, such as open house
- May attend related in-service activities and workshops
- Performs other related duties as assigned

Education

- High school diploma or equivalent, job related experience preferred

Knowledge and Skills

Skills are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions on the job include: adhering to safety practices; handling hazardous materials; adhering to safety practices for mixing chemical solutions and lab equipment.

Knowledge is required to perform basic math, including calculations, using fractions, percent, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions and the job includes; health standards and hazards; and safety practices and procedures.

Ability is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with other in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or

groups; work with similar types of data; and utilize a variety of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include; following detailed instructions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising other; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units is often required to perform the job’s functions. There is a continual opportunity to impact the Organization’s services.

Working Conditions

The usual and customary methods of performing the job’s functions require the following physical demands; significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some hazardous conditions and in a clean atmosphere.

Required Testing

Successfully pass the Paraeducator Test

Clearances

Criminal Justice Fingerprint/Background Clearance