



# Laboratory Assistant I – Emergency Medical Services (EMS)

Classified Range:39

Board Approved: 11/18/21 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

## **SUMMARY DESCRIPTION**

---

Provides laboratory assistance to students and faculty within Emergency Medical Services (EMS).

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

## **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Collaborates with instructional faculty to provide instructional skills laboratories for Emergency Medical Services (EMS) students, faculty, and staff; working from the knowledge of the subject area, reference materials, course outline, and without specific instructions, sets up and prepares class demonstrations and experiments working in the EMS program.
2. Demonstrates the safe and effective operation and use of tools and equipment.
3. Assembles and sets up materials, supplies and equipment used in class demonstration such as mannequins, cardiac monitors, and rhythm generators based on the syllabus.
4. Issues and maintains records on supplies, materials, and equipment loaned to students, instructors, and other departments, issues and maintains records on lockers; facilitates the return of supplies and equipment checked out to students.
5. Assists in demonstrations of assessment/treatment techniques, role-play presentations, and preparation of interventions such as CPAP, 12-Lead EKG, IV piggyback, and advance airway adjunct placement.
6. Operates, adjusts and makes minor repairs on equipment such as mannequins, IV arms, intubation heads, and laryngoscope handles.
7. Provides assistance to students and instructors in the preparation of props and equipment for campus visitations and outreach events.
8. Keeps storerooms and work areas orderly and clean.
9. Conducts and maintains inventory records of supplies, material and equipment and prepares inventory reports.
10. Places orders to vendors, inspects deliveries for accuracy of type and quantity, receives, and stocks materials, supplies, and equipment for laboratory use.



# Laboratory Assistant I – Emergency Medical Services (EMS)

Classified Range:39

Board Approved: 11/18/21 P. 2|4

11. Assists in maintaining the security of laboratories, laboratory equipment, supplies, and materials; sets and monitors biohazardous waste refrigerator temperatures as specified in campus safety plan.
12. Works with instructional faculty to, review and update Standard Operating Procedures (SOP's) related to laboratory safety and control measures.
13. Maintains expenditure records and provide data for budget estimates.
14. Performs other duties related to the primary job duties.

## **MINIMUM QUALIFICATIONS**

---

*The following generally describes the knowledge and ability required to enter the job and/or be learned with a short period of time in order to successfully perform the assigned duties.*

### **CORE COMPETENCIES:**

#### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

#### **Fact Finding**

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

#### **Adaptability**

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

#### **Attention to Detail**

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

#### **Listening**

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately\*\*



# Laboratory Assistant I – Emergency Medical Services (EMS)

Classified Range:39

Board Approved: 11/18/21 P. 3|4

## Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

## Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

## Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information \*\*

## Professional and Technical Expertise

- Applying technical subject matter to the job \*\*
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization\*\*

## Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

## Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*



# Laboratory Assistant I – Emergency Medical Services (EMS)

Classified Range:39

Board Approved: 11/18/21 P. 4|4

## **Education and Experience Guidelines**

### **Education/Training:**

Equivalent to the completion of high school.

### **Required Experience:**

Two (2) years of experience as an EMS provider, ambulance vehicle support technician (VST), EMS laboratory technician or equivalent.

### **License or Certificate:**

Possession of a valid EMT certification or higher.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a classroom/laboratory setting; exposure to microbiological pathogens and sharps; work with EMS skills equipment and apparatus.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate laboratory and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, rubber or plastic gloves, respirators, or face shields.

**Vision:** See in normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment; distinguish color.

**Hearing:** Hear in the normal audio range with or without correction.