



Laboratory Technician I - Physics

Classified Range: 47

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 instructional support services by performing technical work in physics laboratory.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Coordinates with faculty in the planning and implementation of experimental design and preparation of laboratory experiments; working from knowledge of the subject area, reference materials, course outline and without specific instructions, organizes, arranges, sets up and prepares class demonstrations and experiments in the Physics/Astronomy laboratory.
2. Places and arranges equipment and models for instructional use; assembles and installs new equipment; ensures efficient laboratory operations.
3. Inventories, orders, receives, and stocks materials, supplies, and equipment for laboratory use; determines and compiles lists of needed laboratory items and supplies for upcoming semester instruction; requests quotes from vendors; enters purchasing requests for needed items; receives and tracks missing items; arranges for returns of damaged items; searches for vendors for specialty items.
4. Issues and maintains records of materials and equipment loaned to students, instructors, and other departments.
5. Demonstrates to students the proper use and care of laboratory materials and equipment.
6. Assists in maintaining security of laboratories, laboratory equipment, supplies and materials.
7. Calibrates, maintains, and performs repairs on scientific and electronic equipment and apparatus; fabricates electronic and mechanical apparatus; uses schematics to diagnose circuit issues.
8. Constructs special projects from schematics, blueprints or sketches, and circuit diagrams; uses machining tools as needed.
9. Oversees the computer lab; provides guidance to students on proper use of computers and related peripheral equipment.
10. May maintain expenditure records and provide data for budget estimates.
11. Performs other duties related to the primary job duties.



Laboratory Technician I - Physics

Classified Range: 47

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

MINIMUM QUALIFICATIONS

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**

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 **



Laboratory Technician I - Physics

Classified Range: 47

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

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*

Education and Experience Guidelines

Education/Training:

An Associate's Degree or the completion of sixty (60) semester units of college level coursework that includes a minimum of eighteen (18) semester units of physics or astronomy laboratory courses.

Experience:

Two (2) years of experience as a laboratory technician in Physics and/or Astronomy that includes the operation, maintenance, and repair of electronic equipment.

Preferred Education and/or Experience:

A Bachelor's Degree from an accredited college or university with major coursework in physics, astronomy, or a related field.



Laboratory Technician I - Physics

Classified Range: 47

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENTS

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 or machine shop; exposure to dusts, fumes, moderately high levels of noise and electrical energy; work with laboratory and electronic 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 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office, laboratory and electronic 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, lab coats, rubber or plastic gloves, respirators, or face shields.

Vision: See in the 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.