

**LABORATORY TECHNICIAN – ART**

*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**

Under general supervision, provides instructional support services by performing technical work in an art laboratory; issues, prepares, and maintains laboratory materials, supplies, and associated equipment; performs related duties as required.

Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment, and records. Positions in this class specialize in the assigned subject area.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Sets up and prepares class demonstrations and experiments working from knowledge of the subject area, reference materials, course outline, and without specific instructions.
2. Orders, receives, stocks, inventories, and prepares laboratory supplies such as clays, glazes, colorants, chemicals, and other material used in laboratory.
3. Issues and maintains records on materials loaned to students, instructors, and other departments; issues and maintains records on lockers.
4. Demonstrates and provides instruction to students in proper use and care of laboratory materials and equipment; assists in maintaining security of laboratories, laboratory equipment, supplies, and materials.
5. Assists with the design, construction, and modification of new and existing equipment such as kilns.
6. Maintains proper storage and handling of chemicals, supplies, and equipment.
7. Cleans up after each lab session by washing tools, equipment, and supplies.
8. Operates, inspects, and performs repairs on laboratory equipment such as clay mixers, potters wheels, pug mill, hammer mill, sandblaster, various kilns, and power tools.
9. May mix clay and cut glass; loads, fires, and unloads a variety of kilns used for student projects.
10. May assist in preparing exhibits in Art Gallery and art building showcases; contacts artists; designs and mounts exhibits; collects and registers work; distributes work after exhibits; performs various publicity duties; maintains gallery space.
11. May supervise and assign work of student assistants.
12. May assist faculty in assembling printed class materials.
13. May maintain expenditure records and provide data for budget estimates.

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14. Monitors production of, collects, and processes hazardous waste materials and toxic chemicals resulting from lab classes; collects and properly stores hazardous waste.
15. Performs related duties as required.

**QUALIFICATIONS**

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

**Knowledge of:**

Tools and equipment used in a ceramics and sculpture laboratory.  
Properties and methods of working with clay and glazes.  
Operation, repair, maintenance, and construction of kilns, pug mills, glass blowing equipment and foundry.  
Glaze chemistry and welding methods and equipment.  
Methods and procedures of preparing instructional materials used in appropriate laboratory.  
Sufficient human relation skills to guide students and student workers, and to convey technical concepts.  
Occupational hazards and standard safety practices including methods and techniques used in handling and disposing of hazardous chemicals.  
Principles and procedures of record keeping and filing.  
Basic inventory and purchasing processes and procedures.  
English usage, spelling, grammar, and punctuation.

**Ability to:**

Set up, modify, service, adjust, and make minor repairs to laboratory apparatus and equipment.  
Operate and repair laboratory equipment including clay mixers, glass lathe, potters wheels, pug mill, hammer mill, sandblasters, and various kilns.  
Prepare clay mixes and glazes.  
Weld kiln framing.  
Maintain the lab and equipment in a safe and organized manner.  
Observe safety procedures and protocols, including those for safe handling and storage of hazardous materials.  
Read and understand technical manuals and protocols.  
Instruct students in the use of lab equipment and lab procedures.  
Listen actively and effectively, identify and solve problems, and facilitate problem solving.  
Operate office equipment including computers and supporting word processing.  
Perform routine record keeping and report writing duties.  
Work independently and collaboratively.  
Plan and organize work to meet changing priorities and deadlines.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** –*A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of 60 semester units of college level coursework that includes a minimum of 20 semester units in art, ceramics, glass, sculpture, and related courses.

**Experience:**

Some experience as a laboratory technician in an appropriate subject field or comparable experience in a working art studio.

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**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 heat, noise, dust, fumes; work with ceramics 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 lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate office and laboratory equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**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.

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