



# El Camino College

## Laboratory Technician II (Life Sciences)



### KEY ROLES/RESPONSIBILITIES

Under the direction of an assigned Dean or supervisor, perform specialized and technical duties related to the operation and maintenance of an instructional laboratory; design and develop experiments and demonstrations; operate, service, adjust and modify equipment used in a specialized subject area.

The Laboratory Technician II provides advanced-level technical resources to faculty members and students, designing experiments and demonstrations, repairing and fabricating technical and complex equipment and researching sources of materials and supplies.

### ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

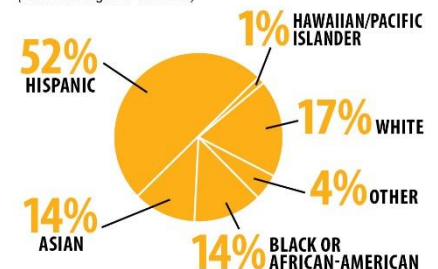
As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. substantial transformation campus-wide.

### MISSION STATEMENT

*El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.*

### STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



## LABORATORY TECHNICIAN II

**Division:** Natural Sciences (Life Sciences)

**Posting Closing Date:** 05/27/2025

**Req:** C2425-024

**Position Type:** Classified

### REPRESENTATIVE DUTIES

Conceptualize, design and develop prototype experiments and demonstrations in a specialty field as requested by instructors; fabricate equipment used in laboratory demonstrations.

Serve as a technical resource to departmental faculty and staff; coordinate, maintain and oversee specialized services and activities; participate with instructors to design, develop and carryout demonstrations and experiments.

Operate, service adjust and modify specialized equipment; design and fabricate parts as needed.

Determine requirements for new and replacement equipment; research vendors, costs, availability and product specifications; recommend the purchase of equipment, supplies and materials; receive and process new supplies and equipment.

Keep abreast of changing conditions in the field of specialty and made recommendations to keep ECC's programs current.

Compile information for the division budget; sell materials to students; maintain records, reports and lists as assigned; inventory equipment and supplies periodically.

Prepare instructional materials and equipment for teachers' demonstration; assist with complex hazardous experiments as requested.

Maintain storeroom and work areas in a safe, clean and orderly condition.

Train and provide work direction to student workers as assigned.

Perform related duties as assigned.

### JOB QUALIFICATIONS

#### Education and Experience:

Any combination equivalent to: Bachelor's degree in an area of specialization or combination of coursework and work experience.

### OTHER QUALIFICATIONS

#### Knowledge/Areas of Expertise:

Principles, practices, procedures and equipment of assigned subject area.

Safety regulations involving area of specialty.

Operation, maintenance, repair and calibration of technical equipment.

Principles and practices of providing work direction and training.

Record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Safe and proper use and storage of hazardous and toxic materials as it relates to the job duties.

#### Abilities/Skills:

- Perform specialized and technical duties to assure efficient lab operations.
- Provide technical information and assistance to faculty and staff.
- Assure the care and security of assigned equipment, materials and supplies.
- Design and develop experiments and demonstrations.
- Set up, service, adjust, modify and repair specialized equipment and instruments.
- Research and evaluate new equipment and supplies.
- Plan and organize work.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Train and provide work direction to others.

#### **WORKING CONDITIONS**

- Outdoors, classroom and laboratory settings.
- Exposed to cool temperatures.
- Exposed to various chemicals.
- Standing for prolonged periods of time.
- Moving from different classrooms.

**CLOSING DATE: TUESDAY, MAY 27, 2025 at 3:00 P.M.**

**SALARY: Starting salary is \$5,574 per month.** Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$7,149 per month).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

#### **CONDITIONS OF EMPLOYMENT**

This is a full-time, twelve-month classified staff position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Schedule may vary to include hours outside of the normal work schedule and weekends depending on operational need.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

#### **ADA ACCOMMODATIONS**

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](https://www.maxient.com/ada-job-applicant-accommodation-request)

## BENEFIT HIGHLIGHTS

### Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

### Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

### Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

### Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

## TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

**Foreign Transcripts:** Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

**IMPORTANT NOTE:** Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at [hr@elcamino.edu](mailto:hr@elcamino.edu).

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

## FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

**El Camino College**

**HR Service Partner**

Robert Swain

310-660-3593, Ext. 3473

[rswain@elcamino.edu](mailto:rswain@elcamino.edu)

16007 Crenshaw Boulevard

Torrance, CA 90506

### JEANNE CLERY CAMPUS SAFETY ACT

*In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.*

### EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*