

DESERT COMMUNITY COLLEGE DISTRICT

INSTRUCTIONAL LABORATORY TECHNICIAN - VISUAL ART

BASIC FUNCTION

Assists in operating instructional art laboratories, including wet labs and printing press, performs duties to support the visual art department courses and activities as directed.

SUPERVISION RECEIVED

Receives general supervision from assigned Dean.

REPRESENTATIVE DUTIES

1. Assists in organizing, preparing, and presenting, and demonstrating the use of instructional supplies and materials; sets up demonstrations; prepares and tests clays, glazes, and engobes; monitors the use and replenishment of clay, glazes and engobes..
2. Orients and assists students in the proper use of supplies, materials, tools, and related equipment in accordance with established guidelines and operational procedures; assists students in the proper and safe operation of all lab equipment by providing instructional guidance, reinforcing concepts, techniques, and practical applications presented by the instructor.
3. Loads and fires kilns (gas and electric); maintains kiln furniture.
4. Maintains and make minor repairs to equipment; notify supervisors of any malfunctioning equipment; works with appropriate departments or vendors to ensure repairs of equipment or lab conditions; researches and identifies vendors to service equipment.
5. Conducts research and recommends purchases of supplies and materials necessary to maintain lab, workshop, and tool rooms; coordinates with bookstore on inventory and ordering of clay, load and unload clay pallets into proper storage; orders and receives, inventories, and maintains accurate inventory of supplies, materials, tools, and equipment; stores and cares for equipment and materials; maintains inventory records.
6. Receives, issues, stores, and cares for laboratory, classroom, shop, toolroom, or other instructional material and maintain facilities in a clean and orderly condition.
7. Maintains assigned spaces in a safe, clean, and orderly condition; ensures the safe and proper handling of tools; recommends and implements laboratory, workshop, and tool/equipment safety procedures; ensures compliance with safety regulations; handles materials safely; maintains hazardous materials storage and handling; appropriately cleans any spills to avoid accidents; ensures the proper disposal of scrap and waste materials; ensures compliance with OSHA safety regulations.
8. Perform clerical duties as requested by supervisor; gathers information and prepares reports; uses a computer and appropriate software.
9. Support art department courses and activities as directed.
10. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Principles, practices, procedures, and equipment related to studio art classes.
2. A wide variety of equipment and tools related to the assignment.
3. Laboratory equipment and materials safety regulations involving area of specialty.
4. Art handling and installing.
5. Technical aspects of studio art.

6. Hazardous materials storage and handling.
7. Record keeping techniques; office procedures, methods, and equipment including software applications such as word processing, spreadsheets, and email;
8. Correct English usage, grammar, punctuation and vocabulary.
9. Oral and written communication skills.

Ability to:

1. Read, interpret, and apply District and department rules, policies, and procedures.
2. Ensure compliance with local, state, and federal guidelines, policies, rules, and regulations.
3. Communicate effectively both orally and in writing.
4. Establish and maintain effective working relationships.
5. Take initiative and work independently with little direction.
6. Understand and follow oral and written directions.
7. Plan and organize work; meet schedules and timelines.
8. Maintain timely and accurate financial and statistical records.
9. Provide lead direction to short-term staff and/or student workers.
10. Maintain records and prepare reports.
11. Research new methods, materials, and equipment related to assigned subject area.
12. Demonstrate sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
13. Maintain current knowledge of specialized programs and services.

EDUCATION AND EXPERIENCE

An Associate's degree in studio art or related field; and two (2) years of experience in the field of specialty or work environment directly associated with the assignment; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

Valid driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier.

WORKING CONDITIONS

Environment: Laboratory, classroom, and office environments; frequent interruptions noise from equipment; controlled temperature conditions, and exposure to photo chemistry substances and odors, clay and glaze dust, charcoal dust. Employees use protective clothing, equipment, devices, and/or materials; fumes from chemicals use.

Physical Abilities: Lifting and carrying objects weighing up to fifty (50) pounds, pushing and pulling, walking and standing for extended periods of time, dexterity of hands and fingers to operate a variety of hand-power tools, reaching overhead, above the shoulders and horizontally, and kneeling or crouching.

EMPLOYMENT STATUS

Classified Bargaining Unit Position

Range 11

CSEA Ratified: 12/28/2023

Board Approved: 12/15/2023