Science Laboratory Technician
Position Description

Duties

The following list illustrates the nature of the laboratory technician’s role at the college. The tasks undertaken by the laboratory technician will include, but may not be limited to, the following:

1) Prepare equipment, chemicals, etc. for practical lessons for years 7-12 for Biology, Chemistry, Physics, Agriculture and General Science.

2) Provide clerical assistance to PDHPE staff as determined by the Head of Science.

3) Supply mini Material Safety Data Sheets (MSDS) for all hazardous substances ordered.

4) Purchase goods in town for both Science and Agriculture Departments.

5) In consultation with the Head of Science, order equipment and material for both Science and Agriculture Departments.

6) Keep in contact with suppliers.

7) Keep a healthy stock of consumables items to minimize disruptions to the teaching program.

8) Follow up on outstanding orders.

9) Check price and availability of equipment to be ordered.

10) Check stock on arrival for breakages etc.

11) Process invoices for Science, Agriculture and PDHPE staff.

12) Prepare and send faxes.

13) Prepare and check equipment for practical exams.

14) Ensure both Prep rooms are kept in a clean and organized condition.

15) Ensure all Laboratories are clean, safe and organized to enable them to operate in an orderly and productive manner.

16) Assist teachers with running complex practicals and practical tests.

17) Offer advice to new or relief staff, re: possible practical activities.
18) Check, clean and re-stock “Science Sets” of equipment and glassware in all perimeter benches in all laboratories on a regular basis (approximately fortnightly).

19) Ensure that student’s workbenches are clean and that services are safe and working.

20) Catalogue and maintain each of the following:
   - Science chemical store
   - Science equipment
   - Microscope slides
   - Biology specimens
   - Science Department library
   - Science Department DVD library
   - Science Department stationery
   - New stock file

21) Ensure all equipment is repaired and serviced and in good working order.

22) Liaise with Head of Science regarding safety and maintenance issues in the Science block.

23) Attend Workshops and Seminars as they arise on Hazardous Substance Legislation, Laboratory Safety etc.

24) Stock and maintain Chemical Storeroom.

25) Ensure “Risk and Safety” phrases are on all chemical containers.

26) Ensure correct usage ‘colour codes’ are placed on all chemical containers.

27) Follow the advice in Appendix D (Chemical Safety In Schools - Manual) to identify effective control measures and safe work practices.

28) Ensure Material Safety Data Sheets are current and in compliance with legislation.

29) Conduct annual stocktake on equipment and departmental resources.

30) Keep records and check on equipment borrowed by other departments and students.

31) Cover and repair books, as required, for Science Department library.

32) Keep up to date with “Chemical Safety in Schools” legislation.

33) Check electrical equipment on a regular basis.

34) Carry out safe practices for the disposal of chemicals.

35) Be aware of designated hazardous substance according to Worksafe Australia.

36) Photograph work samples for Science and Agriculture Departments.

37) Download work samples to disk, label and store appropriately.
38) Develop and maintain a network with laboratory staff from other schools and colleges:
   - McKillop College, Bathurst
   - The Scots School, Bathurst
   - Bathurst High School, Bathurst
   - Dennison College, Kelso
   - Charles Sturt University, Bathurst
   - St Stanislaus’ College, Bathurst