

Desert Community College District
Laboratory Specialist, Agriculture/Horticulture

Basic Function

Assist instructors in the planning, organization, preparation and presentation of classroom and laboratory materials for the Agriculture and Horticulture Programs; schedule, maintain and issue supplies and equipment utilized for instructional purposes; maintain specialized equipment; assist academic staff by handling administrative laboratory functions.

Supervision Received and Exercised

Receives general supervision from assigned Applied Science dean.

Examples of Typical Job Functions

1. Assist instructors in the planning, organization, preparation and presentation of classroom and laboratory materials; set up supplies and equipment for instruction and remove when completed. E
2. Provide information in person, by phone, and via email regarding the programs and requirements of the Agriculture/Horticulture program. Assist students with registration, appointments, and necessary documentation as it relates to the Automotive program.
3. Tutor students individually or small groups in a variety of instructional and tutorial situations; prepare or oversee students in preparation of laboratory setups.
4. Oversee safety and security of equipment and materials; arrange for requisite pickup of hazardous waste materials following appropriate District procedures; maintain hazardous materials storage and handling as assigned; troubleshoot problems and make modifications as necessary, ensuring that all procedures are in compliance with the guidelines of various regulatory organizations including, but not limited to, CalOSHA.

5. Prepares and maintains a variety of records and reports related to programs expenditures, inventory, equipment, supplies, billing and service requests; prepares surplus lists and order adequate supplies and materials for instructional use.
6. Maintain weed control; mix and apply insecticides, fertilizers, herbicides, fungicides, sprays.
7. Prepare soil mixtures or pots for potting; prepare plant materials for transplanting.
8. Maintain storeroom, greenhouse, shade house, hydroponic house, outdoor horticulture / agriculture laboratory and nursery.
9. Assist in program compliance, make recommendations.
10. Calibrate equipment and make minor adjustments as necessary; arrange for maintenance, repair, and replacement of equipment; recommend and assist in upgrade of equipment and materials; install new hardware and software on equipment.
11. Prepare requisitions and process purchases of instructional supplies and equipment; gather data and assist in the preparation of budgets; assist in creating and updating policies, procedures, and manuals.
12. Attend periodic training and certification in chemical HAZMAT handling and storage procedures, and others as assigned.
13. Maintain and perform minor maintenance on equipment and vehicles as assigned.
14. Receive, issue, store and care for laboratory, classroom, shop, tool room, or other instructional material and maintain facilities in a safe, clean and orderly condition.
15. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
16. Administer and score tests as assigned; maintain student record and test files; develop reports as requested.

17. Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
18. Maintain current knowledge of Horticulture/ Agriculture programs, related software, regulations, procedures, and processes. Participate in training related to responsibilities, including, but not limited to, attending conferences, workshops, and webinars
19. Perform other duties as assigned.

Qualifications

Knowledge of:

1. Principles, practices, procedures and equipment of Agriculture/Horticulture programs.
2. Laboratory equipment and materials safety regulations involving area of specialty.
3. Hazardous materials storage and handling.
4. Recordkeeping techniques.
5. Instructional materials and tutorial techniques, reference materials and effective study techniques.
6. Technical aspects of Agriculture/Horticulture programs, correct English usage, grammar, spelling, punctuation and vocabulary; district organization, operations, policies and objectives.
7. Technical aspects of field of specialty.
8. Oral and written communication skills; interpersonal skills using tact, patience and courtesy.
9. Understanding and sensitivity to diverse populations.

Ability to

1. Read, understand, interpret, and apply District and department rules,

policies, and procedures.

2. Plan and organize work.
3. Understand and follow oral and written directions.
4. Work independently with little direction.
5. Communicate effectively both orally and in writing to exchange information.
6. Establish and maintain effective working relationships with others.
7. Determine appropriate action within clearly defined guidelines using diplomacy and good judgement.
8. Meet schedules and time lines.
9. Maintain records and prepare reports.
10. Research new methods, materials and equipment related to assigned subject area.
11. Provide lead direction to short-term staff and/or student workers.
12. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability and ethnic backgrounds of students, staff and the community.

Education and Experience:

An Associate's degree and at least one-year experience in a laboratory setting or work environment directly associated with the assignment; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

Possession of, or ability to obtain, a Qualified Applicator Certificate (QAC).

Physical Demands

1. Reach overhead, above the shoulders and horizontally.
2. Bend at the waist; stand for extended periods of time.

Working Conditions

Laboratory environment. Frequent interruptions. Driving a vehicle to conduct work. Subject to exposure to chemicals, pesticides, and other harmful substances. Working with large and heavy equipment. Working around and with machinery having moving parts. Occupational heat exposure.

Employment Status

Classified Bargaining Unit

Range 14

BOT Approved: April 20, 2017, August 19, 2022

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