



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
PHOTOGRAPHY LABORATORY TECHNICIAN	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 2007/2008 CLASSIFICATION REVIEW		Board Approved: 02/10/09

JOB DESCRIPTION:

Under general supervision, perform technical duties in the photography laboratory; order, receive, store, issue and inventory photographic supplies and equipment; repair, maintain and calibrate darkroom facilities and various photographic equipment; assist in overseeing the operation of darkroom facilities; provide assistance to students in the lab; supervise student assistants; and perform related work as required.

SCOPE:

The Photography Laboratory Technician has a broad depth of technical knowledge in the maintenance and repair of photography laboratory equipment; purchases, orders and receives lab equipment and supplies; demonstrates use of lab equipment.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Sets up photo lab for instructional demonstrations and exercises; prepares chemical solution; ensures safety and security of facility.
2. Assists with demonstrations in class and lab as needed.
3. Tests, repairs, calibrates and maintains specialized photo lab equipment; assists in the repair and maintenance of photographic darkroom facilities.
4. Maintains inventory and supplies for lab; receives, stores and issues equipment and supplies for use both in and outside the darkroom area; keeps accurate records for supplies used.
5. Assists in coordinating laboratory schedules; helps resolve scheduling conflicts with instructors.
6. Demonstrates use of various photo lab equipment and materials to students; trains students in basic darkroom techniques; provides in-lab assistance.
7. Supervises student assistants.

EMPLOYMENT STANDARDS

ABILITY TO:

Operate, maintain, repair and calibrate technical photographic equipment; prepare chemical solutions, equipment and materials for laboratory assignments; demonstrate use of equipment and lab procedures; receive, issue, store and maintain an inventory system for supplies, materials and equipment; maintain cooperative working relationships; supervise student assistants; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Equipment, materials, supplies and procedures common to a photography lab; tools, materials and equipment used in the repair, calibration and maintenance of technical laboratory equipment; photographic theory and procedures; safety requirements in the handling, storing and disposing of hazardous materials.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Completion of two years of college coursework.

Experience:

Related photography lab experience.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting heavy equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to safely handle, store and dispose of hazardous chemicals.