

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Physics Laboratory Technician

Job #07-106

Closing Date: 03/23/07

The Foothill-De Anza Community College District is currently accepting applications for **Physics Laboratory Technician, De Anza College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the supervisor, perform a variety of duties to provide necessary apparatus, components and equipment for the mechanical, electrical, optical, thermodynamic and modern physics laboratories. Order, receive, maintain, and issue laboratory supplies and equipment. Distribute, collect and store apparatus required for student laboratories. Maintain inventory of apparatus and component hardware to support laboratory operations. Perform a variety of repair and maintenance on apparatus for classroom use. Utilize a variety of hand, power and machine tools, electronic test equipment and specialized devices. Perform scheduled routine maintenance and calibration of apparatus. Assure the proper performance of equipment. Perform various business-related functions. Maintain contact with outside business representatives. Monitor and control budget expenditures and evaluate quarterly budget trends. Maintain a reference library of instructions for set up of apparatus and components as used in individual laboratory experiments. Prepare and maintain records related to activities. Evaluate historical and quarterly trends to forecast and recommend the repairs and purchases related to the needs of laboratory classes. Provide laboratory orientations to classes regarding equipment usage and set-up to assure safety in the lab. Train and provide work direction and guidance to staff. Provide information regarding services and apparatus. Maintain stock of hazardous materials. Assure proper compliance with federal and state hazardous materials laws. Operate a variety of office and electronic equipment. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to an Associate's degree in electronics, physics or related field.
3. Four years related laboratory experience.

PREFERRED QUALIFICATIONS:

1. Knowledge of concepts of Mechanical and Electronic Engineering, Physics and Quality Assurance.
2. Knowledge of equipment, materials and supplies utilized in a laboratory.
3. Knowledge of laboratory operations and management.

4. Knowledge of laws and regulations pertaining to hazardous materials.
5. Knowledge of the concepts of customer service and purchasing.
6. Knowledge of the principles, practices and procedures used in laboratories.
7. Knowledge of basic electronic theory and practice.
8. Knowledge of the technical aspects of physics.
9. Ability to operate a computer and use related software.
10. Ability to perform a variety of duties to provide necessary apparatus, components and equipment for the mechanical, electrical, optical, thermodynamic, and modern physics laboratories.
11. Ability to analyze and repair a variety of complex mechanical, electronic, and optical equipment.
12. Ability to effectively use and interpret technical manuals and circuit diagrams.
13. Ability to use interpersonal skills with tact, patience, and courtesy.
14. Ability to communicate effectively both orally and in writing.
15. Ability to recognize, prioritize and accomplish goals.
16. Ability to design, create and develop new equipment and meet deadlines for resulting projects.
17. Ability to work independently with little direction.
18. Ability to order, receive, maintain and issue laboratory supplies and equipment.
19. Ability to maintain accurate records.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Physics Laboratory Technician.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

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CONDITIONS OF EMPLOYMENT

Salary: \$3,758.27 per month plus benefits; level N-45

Position: Full-time, Permanent, 12 months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>