

# **MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**

**SALARY SCHEDULE: A**

**SALARY RANGE: 86**

## **CLASS TITLE: LABORATORY TECHNICIAN-BIOLOGICAL SCIENCES**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, prepare and assist with Biological Sciences laboratory demonstrations, exercises and related instructional materials; perform a variety of specialized, complex and independent activities involved in the preparation, set-up and clean-up of supplies and equipment for laboratory demonstrations and activities for the Biological Sciences program.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Prepare and assist with Biological Sciences laboratory demonstrations, exercises and related instructional materials; schedule and adjust laboratory activities to meet instructional needs of assigned subject area and enhance educational effectiveness; confer with faculty and review lesson plans, curriculum, experiments, theories, demonstrations, manuals, exercises and instructional materials to determine laboratory equipment, supply and instructional material needs.

Perform a variety of specialized and independent activities involved in the preparation, set-up and clean-up of supplies and equipment for Biological Sciences laboratory demonstrations and activities; distribute and arrange glassware, equipment, solutions, models, live and preserved specimens, dissecting equipment and related items as needed.

Arrange and assemble laboratory materials and equipment; analyze and implement laboratory demonstration, exercise, preparation and set-up procedures; investigate and resolve issues and malfunctions related to laboratory demonstrations and other instructional activities; assure smooth, efficient and educationally effective laboratory activities.

Mix, bottle and label solutions, reagents and media with accuracy.

Assist in the department and with development of department website.

Prepare and sterilize microbiological media and grow cultures; maintain living and preserved specimens.

Provide care, maintenance, transportation and security of human cadaver.

Oversee lab student workers as required; develop schedules, assign duties and review work for compliance with established standards and procedures.

Operate, clean and maintain laboratory computer; oversee the proper use of computer in the

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laboratory; install and maintain instructional software and data acquisition devices.

Monitor inventory levels of laboratory supplies and equipment as assigned by the position; order, receive, store and maintain adequate inventory levels of supplies and equipment; initiate, prepare and process purchase requisitions; estimate required inventory levels; estimate and account for related costs; conduct inventories; issue and collect materials and equipment as required.

Assure the health and safety of students, staff and faculty by researching, implementing and following health and safety practices and procedures; maintain laboratory and other assigned facilities in a safe, secure, orderly and clean manner.

Prepare and maintain various records and reports related to laboratory demonstrations, preparation, experiments, student assistants, supplies, equipment, inventory, purchases and assigned duties; assist with bids and other budgetary matters as requested; obtain authorization of budget expenditures and submit requisitions to appropriate authority.

Communicate with College personnel, faculty and various outside agencies to exchange information and resolve issues or concerns.

Attend and participate in various meetings, committees, workshops and training session as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Preparation of Biological Sciences laboratory demonstrations, exercises and related instructional materials.

Technical practices, procedures and techniques involved in the preparation, set-up and clean-up of supplies and equipment used in laboratory demonstrations and activities in the Biological Sciences program.

Advanced laboratory terminology, techniques, equipment, materials, principles, theories, practices and procedures related to Biological Sciences.

Set up, operation, calibration, maintenance and repair of various laboratory instruments, tools and equipment related to Biological Sciences.

Care of live specimens and the preparation and maintenance of preserved specimens.

Proper safety procedures in working with and storage of hazardous and potentially hazardous materials and chemicals.

Inventory practices, procedures and techniques.

Appropriate safety precautions and procedures.

Principles and practices of training and providing work direction to others.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Operation of a computer, assigned software and data acquisition devices.

**ABILITY TO:**

Prepare and assist with Biological Sciences laboratory demonstrations, exercises and related instructional materials.

Perform a variety of specialized and independent activities involved in the preparation, set-up and clean-up of supplies and equipment for Biological Sciences laboratory demonstrations and activities.

Review lesson plans, curriculum, experiments, theories, demonstrations, manuals, exercises and instructional materials to determine laboratory and instructional material needs.

Operate, maintain and repair laboratory equipment, computers and data retrieval devices as required.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Train and oversee the performance of assigned student workers as required.

Order, receive and maintain adequate inventory levels of supplies and equipment.

Arrange and assemble laboratory materials and equipment.

Assist faculty, staff and students in the use of laboratory supplies and equipment.

Observe health and safety regulations and procedures.

Explain instructional and laboratory principles, theories, practices, procedures and techniques.

Assure smooth, efficient and educationally effective laboratory activities.

Meet schedules and time lines.

Work independently with little direction.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective relationships with students.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in biology or related field, or completion of two years of college-level course work in biology; and two years experience as a laboratory technician or related instructional experience.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Instructional laboratory and occasional outdoor environments.

Constant interruptions.

#### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of equipment.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.

#### **HAZARDS:**

Exposure to fumes and hazardous chemicals.