

Position Description
Laboratory Technician - Biological Sciences
Department: Biological Sciences

POSITION PURPOSE

The Laboratory Technician - Biological Sciences provides instructional support for faculty and students in the proper use and operation of equipment and materials for Biological Sciences program, tutors students and/or assists in directing their experiences, and assists in the preparation of instructional materials for the Biological Sciences program.

NATURE AND SCOPE

The Laboratory Technician - Biological Sciences supervises student workers.

The Laboratory Technician - Biological Sciences is responsible for managing assigned lab schedule, selecting vendors and ordering routine laboratory equipment, scheduling equipment maintenance, and hiring student workers. Other decisions, such as selecting and approving major capital expenditures and approving overtime for student workers, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Mixes, bottles and labels solutions, reagents and media with accuracy.
2. Prepares and sets up for lab exercises, distributing and arranging glassware, equipment, solutions, models, live and preserved specimens, dissecting equipment and related items as needed.
3. Assures work area is clean and in working condition, organizing supplies and laboratories.
4. Orders and receives supplies, ensuring adequate supplies are on hand as needed; organizes stock, and keeps track of budget.
5. Prepares and sterilizes microbiological media and grows cultures; maintains living and preserved specimens.
6. Empties laboratories of used equipment, cleans appropriately and returns to proper storage area; discards broken or unrepairable items.
7. Maintains and operates a variety of technical lab equipment and machinery.
8. Prepares work orders and maintains records.
9. Trains and provides work direction for student workers.
10. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Knowledge of District policies and procedures
Subject matter of all Biological Science program courses
Equipment, materials, supplies and related items used in all Biological Science courses
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
Computer literacy; various instructional software applications
Understanding of budgets and revenue control

Skills and Abilities:

Demonstrate or indicate the proper use of all equipment, materials, supplies and related items used in Biological Sciences program courses
Provide substantive assistance to students on text and/or lab manual problems and questions in all Biological Sciences program courses
Strong analytical skills
Strong problem solving skills
Excellent interpersonal skills
Excellent written and oral communication
Ability to work independently
Management, organizational and supervisory skills

Education and Experience:

B.S. degree in Biology
2 years directly related experience

Working Conditions:

Classroom laboratory; working outdoors under various weather conditions
Exposure to hazardous and potentially hazardous materials and chemicals; exposure to livestock (to draw blood for laboratory assignments)
Ability to lift up to 50 lbs.
Some physical activity e.g., climbing ladders