

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### LABORATORY TECHNICIAN - BIOLOGICAL SCIENCES

Salary Range 20

#### **BASIC FUNCTION:**

Under the supervision of the area Dean, performs specialized and technical duties in the operation and maintenance of the biological sciences instructional laboratories, prepares and standardizes solutions and other laboratory materials; calibrates and makes minor repairs and modifications on equipment; issues and replaces specialized materials used in the laboratories; organizes and maintains stockrooms; sets up and checks out experiments for instructors; responsible for requisitions and receives, stores, and inventories chemicals, laboratory supplies, and equipment to insure adequate stock for laboratory experiments; collects, stores and coordinates the disposal of bio-hazardous and chemical waste for the lab as required; and maintains accurate records of open accounts and budget information.

#### **REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

- Operates and maintains the biological sciences instruction laboratories. (E)
- Performs specialized and technical duties to assure efficient laboratory operation. (E)
- Assists teachers and students in the use of equipment in the laboratory. (E)
- Prepares and issues material and equipment for instructor demonstrations and student use. Sets up laboratory examinations. (E)
- Reviews and modifies existing experiments and investigates/tests new experiments to be incorporated into the instructional programs. (E)
- Maintains biological science laboratories in a safe, clean, and orderly condition. (E)
- Performs technical microbiological preparation with extensive work in media production (tubed, bottled, plated), vital stains, special reagents and aseptic transfers of pathogens and non-pathogens on a routine basis.
- Mixes, applies, and sprays chemical applications and pesticides. (E)
- Estimates need for and prepares special reagents and precise chemical solutions for laboratory classroom use.
- Oversees safety and security of equipment and materials as required. (E)
- Accumulates, stores, and coordinates pick up for hazardous waste material. (E)
- Assure the care and feeding of live specimens including rodents, reptiles, frogs, fish/aquariums and bacterial cultures; secures permits for animals as necessary. (E)
- Prepare and maintain various records and reports, chemical inventories, log books, preparation sheets and other documents related to laboratory operations, and activities as required. (E)
- Monitor supply budget, orders, receives, and stores supplies, materials and equipment. Maintain inventories and assure adequate stock levels. (E)
- Calculates costs of materials from sources such as quotations and price lists. Assigns proper codes, account numbers on purchasing documentation; assure adequate funding and processes for approval. (E)
- Submits purchase order documents and places orders, communicates with vendors to clarify issues and determines status orders. (E)
- Researches products and best sources of supply for quality price, maintains a variety of logs, catalogs and vendor files, negotiates and obtains quotes; prepares and analyzes bids. (E)
- Matches order forms with invoices and records; and notes, reports, and resolves issues and discrepancies with vendors as necessary. (E)
- Compiles and prepares budget data based on expense estimates; and submits justifications for budget items and requested increases. (E)
- Maintains chemical and stockroom inventories assuring availabilities for use. (E)
- Adjusts, maintains and performs minor repairs on equipment. Troubleshoots equipment; and identifies defective equipment for repair or replacement or outsource equipment repairs. (E)

- Operates a variety of equipment related to assigned labs including autoclave, balances, PH meters, spectrometers, centrifuges and other equipment. (E)
- Performs other related duties as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: an associate's degree in a biological science, including biology, biotechnology, microbiology, anatomy, physiology or zoology and two years practical lab-related experience in one or more of the biological sciences.

**KNOWLEDGE OF:**

Principles, practices, procedures and equipment of assigned biology, biotechnology, microbiology, anatomy, physiology and zoology instructional labs.

Safety regulations involving area of specialty.

Principles and practices of providing work direction and training.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies and objectives.

Technical aspects of field of specialty.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Perform specialized and technical duties to assure efficient lab operations.

Provide information and assistance to students and staff.

Assure the care and security of assigned equipment, materials and supplies.

Maintain learning equipment in proper working order.

Issue and receive equipment and supplies.

Plan and organize work.

Understand and follow oral and written directions.

Work independently with little direction.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Maintain records and prepare reports.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Provides work direction to student workers. No permanent full time staff to supervise.

**CONTACTS:** Co-workers, other departmental staff, students, and vendors.

**PHYSICAL EFFORT:**

Dexterity of hands and fingers to set up lab demonstrations and to operate lab equipment.

Lifting and carrying heavy objects.

Pulling and pushing carts.

Reaching to grasp and move supplies.

**WORKING CONDITIONS:**

Instructional science lab environment.

Exposure to fumes from chemicals and biological specimens and cultures.

Exposure to potentially-hazardous materials.

Exposure to live rodents, and reptiles.

Exposure to extremely dangerous hazardous materials, chemicals and cancer causing agents.

Exposure to formaldehyde.

Chemical fumes.