



**ANTELOPE VALLEY COLLEGE**  
invites applications for the position of:

## **STH-Laboratory Technician-Biological Sciences (Temporary)**

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**SALARY:** \$27.54 Hourly

**DEPARTMENT:** Math/Science/Engineering

**OPENING DATE:** 10/14/21

**CLOSING DATE:** Continuous

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Short-Term-Hourly/Professional Experts - Monday – Thursday: 7:30 am – 6:00 pm Friday: 7:30 am-11:30 am (Exact work schedule to be determined by supervisor based on department needs and college hours of operation.) Temporary employees may only work up to 25 hours a week (not to exceed 100 hours per month), total not to exceed 999 hours for a total of 100 days. (Days are counted regardless of # of hours worked per day)

Establishing a Pool

Cover Letter, Resume, Transcripts Confirming all Course work

### **DESCRIPTION:**

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.

## **MINIMUM QUALIFICATIONS:**

**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.

## **OTHER INFORMATION:**

### **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.

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**SUPPLEMENTAL INFORMATION**

It is the responsibility of each applicant to have all the requested documents submitted through NEOGOV by the deadline date in order to continue in the application process for this position.

**APPLICATION INSTRUCTIONS - PLEASE READ**

- Each recruitment is conducted independent from others; therefore, interested parties need to submit separate complete application packages for each position they apply.
- It is important the applicants submit ALL documents requested for the application package to be deemed complete and given consideration.
  - This includes, but is not limited to, submitting transcripts for all college coursework or degrees when requested to do so within a job announcement.
  - All out of the country transcripts must be evaluated prior to submitting them with applications.
    - Any evaluation service member of the National Association of Credential Evaluation Service (NACES) <http://www.naces.org/> is acceptable.
  - If letters of recommendation are required, letters must be current within two years, signed and dated from individuals having knowledge of your professional experience.

- Typing certifications must be current within one year and must include name, date and net words per minute (NWP).
- For those disciplines with established Academic Senate's approved equivalency: complete the Supplemental Equivalence Request form (If applicant is applying based on an equivalency and is requesting review)
- Applicants may be subject to passing an examination (written/technical), as appropriate to the requirements of the position.
- Residency within a reasonable geographical area of the college may be necessary.
- Travel expenses for pre-employment interviews and employment processing will not be authorized.

If you have, any questions or concerns please feel free to contact the Human Resources Office.

**EQUAL OPPORTUNITY EMPLOYER:**

*Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.*

**Annual Security Report** is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.avc.edu>

3041 West Avenue K  
Lancaster, CA 93536  
(661) 722-6300  
(661) 722-6311

[apatin@avc.edu](mailto:apatin@avc.edu)

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Position #RN21-51  
STH-LABORATORY TECHNICIAN-BIOLOGICAL  
SCIENCES (TEMPORARY)  
AP