

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

LABORATORY TECHNICIAN - BIOLOGICAL SCIENCES

Salary Range 16

BASIC FUNCTION:

Under the direction of an assigned supervisor, performs specialized and technical duties in the operation and maintenance of the biological sciences instructional laboratories; performs other related duties as may be assigned.

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 student use. (E)
- Prepares instruction materials and equipment for instructor demonstrations. (E)
- Maintains biological science laboratories in a safe, clean, and orderly condition. (E)
- Mixes, applies, and sprays chemical applications and pesticides. (E)
- Maintains safety, accident, and incident records as required. (E)
- Order, receives, and stores supplies, materials and equipment. (E)
- Maintains chemical and stockroom inventories assuring availabilities for use. (E)
- Adjusts, maintains and performs minor repairs on equipment. (E)
- Negotiates prices with vendors for supplies, equipment, and outsourced equipment repairs. (E)
- Provides work direction to student workers. (E)
- Prepares and maintains various records and reports related to laboratory operations. (E)
- Assist in the coordination of use of an assigned biological science laboratory facilities, assuring the availability of supplies and equipment. (E)
- Operates a variety of equipment related to assigned labs including autoclave, balances, PH meters, spectrometers, centrifuges and other equipment. (E)
- Sets up and grades laboratory examinations. (E)
- Reviews and modifies existing experiments and investigates/tests new experiments to be incorporated into the instructional programs. (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, 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, 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: Not applicable – 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, snakes and other reptiles.
Chemical fumes.