

## **YUBA COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: SCIENCE LAB TECHNICIAN-BIOLOGY**

#### **BASIC FUNCTION:**

Under the general supervision of the Dean of the Mathematics and Sciences Division and the technical supervision of the biology faculty, operate and supervise the operation of the department laboratories and related facilities, and to do related work as required by the faculty in the performance of their assignments during the academic year and the summer session.

#### **REPRESENTATIVE DUTIES:**

Order, receive, stock, maintain, dispose of and inventory all supplies and equipment used by the Biology Department in compliance with District and department policies and procedures and applicable state and federal regulations.

Repair or arrange for the repair of equipment.

Arrange for materials and equipment necessary for class laboratory sessions offered by the department, and for the removal of materials from the labs when they are no longer needed.

Maintain safe working conditions and provide for the proper handling, storage and disposal of chemicals, cultures, tissues and equipment in accordance with applicable district, department, state and federal regulations and procedures.

Maintain the following: Animal room – oversee care and feeding of animals used in biology to insure proper treatment; greenhouse – insure that the watering systems are functioning properly, that plants are grown and maintained for laboratory use and maintain a neat and orderly arrangement of supplies; prep room and classrooms – insure that basic shared supplies are available in each lab and that lab surfaces are clean and orderly; aquaria, display cases and other special equipment – maintain in proper conditions.

Collect specimens off campus as needed. Pick up supplies from local vendors in the community.

Recommend policy relating to the hiring and supervision of student workers and recruit, interview, hire motivate and maintain the day-to-day supervision of student workers.

Train and provide work direction to student workers.

Assist instructors testing laboratory procedures, arranging for lab tests, keeping records and other activities relating to lab preparation.

Perform related duties as assigned.

#### **KNOWLEDGE OF:**

Biology and biological laboratory procedures, supplies, equipment and their use

General needs and behavior of students of various ethnic, racial and cultural backgrounds

Instructional methods and techniques

Computers and related supplies, software and equipment

Safety regulations with emphasis on OSHA requirements regarding chemicals and potentially infectious materials  
Record-keeping techniques.  
Procedures and techniques to find answers to questions  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communications skills.  
Interpersonal skills using tact, patience and courtesy.  
Proper methods of storing equipment, materials and supplies.  
Inventory methods.  
Principles, practices, procedures, terminology and equipment of a lab.

**ABILITY TO:**

Set up laboratories in accordance with institutional requirements  
Apply techniques of precise measurement and notation  
Assure the care and security of assigned equipment, specialized materials and supplies  
Assemble, maintain and repair lab equipment  
Demonstrate competence in biology  
Make arithmetic computations with speed and accuracy  
Order, receive and store equipment and supplies  
Plan and organize work  
Understand and follow oral and written directions  
Work independently with little direction  
Work confidentially and with discretion  
Communicate effectively both orally and in writing  
Establish and maintain effective working and cooperative relationships with others  
Meet schedules and time lines  
Maintain records and prepare reports

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in Biological Sciences or related field, plus some evidence of successful experience in laboratory preparation and control.

**ENVIRONMENT:**

Lab environment.  
Regular exposure to fumes and odors.  
Indoor and Outdoor environments

**PHYSICAL ABILITIES:**

Seeing to prepare solutions.  
Dexterity of hands and fingers to operate assigned lab equipment.  
Standing for extended periods of time.  
Bending at the waist, kneeling or crouching.  
Kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Lifting moderately heavy objects.  
Pushing or pulling carts.

**HAZARDS:**

Hazardous chemicals.

