

# **SCIENCE LABORATORY COORDINATOR/BIOLOGY LAB TECHNICIAN**

## **DEFINITION**

Under direction of the Dean of Math, Sciences and Technology, to perform a variety of duties involved in providing technical support services in the biology and microbiology laboratories to instructors and students; to assist instructors in preparing a variety of laboratory experiments, set-ups, demonstrations, and examinations; and to maintain laboratory materials, supplies, and equipment.

## **SUPERVISION EXERCISED**

Exercises functional and technical supervision over student assistants.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Responsible for the preparation of the following biology laboratory courses: Biol 101B; Biol 103A; Biol 204; Biol 130; Biol 142; and future laboratory courses in the environmental studies program;

Coordinate science laboratory, coordinate district-wide laboratory safety committee, including chemical hygiene;

Assist Physics, Engineering, Geography, Anthropology & Geology faculty with the ordering of supplies and new equipment for their programs;

Work with the MST Dean to coordinate the division-wide science equipment repair/replacement budget with input from the Chemistry and Biotechnology Laboratory Technicians;

Coordinate and provide oversight for all science lab facilities at the Fremont and Newark campuses;

Coordinate staff development activities on laboratory safe practices and proper use of laboratory instruments;

Coordinate and monitor student hourly work in the physics, engineering, geology, anthropology and geography programs;

Coordinate, process and track all science laboratory equipment donated to the Fremont and/or Newark science and engineering programs.

**Science Laboratory Coordinator/Biology Lab Technician** (cont.)

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Perform physical inventory of instruments, supplies, and equipment; participate in the ordering and maintenance of supplies, materials and equipment; coordinate with faculty members regarding instructional supply needs; prepare requisitions; review receipt of incoming supplies; coordinate with vendors when discrepancies occur; receive, assemble and test new equipment.

Properly dispose of biohazardous wastes and other potentially hazardous materials.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures; collect data and establish accounts for each lab section.

Plan, prioritize, assign, supervise and review the work of student laboratory assistants; participate in staff selection; provide or coordinate staff training; work with employees to correct deficiencies.

Respond to inquiries and requests for information from staff members, students and the community regarding the biology labs and related programs.

Perform a variety of clerical duties; maintain related records; update laboratory files.

Secure work area and equipment at completion of laboratory hours.

**OTHER JOB RELATED DUTIES**

Provide for laboratory availability to students with permission and/or prior arrangements from instructor.

Maintain laboratory informational displays including bulletin boards, posters, notices and related items.

Maintain cleanliness of the laboratory; clean equipment, floors, table tops, desks and furniture; return unused materials to storage and the stockroom.

Perform related duties and responsibilities as required.

**Science Laboratory Coordinator/Biology Lab Technician** (cont.)

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics of apparatus, equipment and materials used in biology, microbiology, anatomy, and physiology laboratories.

Subject matter related to biology, microbiology, anatomy, and physiology.

Laboratory techniques related to biology, microbiology, anatomy, and physiology.

Basic pathology, histology, and clinical lab technique in hematology, immunohematology, urology, bacteriology, and parasitology.

Medical terminology, practical clinical medicine, and use of medical equipment.

Basic techniques used in electrophoresis, spectrophotometry, chromatography, and other related technologies.

Mathematical principles and scientific concepts.

Pertinent Federal, State, District, and local laws, regulations, and policies regarding assigned area including regulations regarding the handling and disposal of biohazardous wastes and materials.

Biological hazards in the laboratory.

Contaminated waste and material impact to health and the environment.

Principles used in the care and feeding of live animals.

Procedures used in receiving, storing, issuing and inventorying materials and supplies.

Practices and procedures of record keeping.

Modern office procedures, methods and computer equipment.

Principles of supervision and training.

Principles and practices used in tutoring.

Safe work practices and procedures including in the use and storage of chemicals.

**Skill to:**

Demonstrate correct laboratory methods, practices and techniques.

Operate modern office equipment including computer equipment.

**Science Laboratory Coordinator/Biology Lab Technician** (cont.)

Type and word process at a speed necessary for successful job performance.

**Ability to:**

Prepare laboratory exercises and materials for student and staff use.

Prepare and mix solutions for reagent.

Demonstrate correct laboratory methods, practices and techniques.

Provide assistance to students on matters related to assigned laboratory.

Understand the mechanical function of and perform routine maintenance and repairs on laboratory equipment.

Supervise and train assigned staff.

Comprehend and apply materials having technical content.

Prepare and maintain accurate and complete records.

Learn, interpret and apply department policies, procedures, rules and regulations.

Interact effectively and sensitively with staff and students from diverse backgrounds.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Education Guidelines:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

One year of laboratory experience.

**Education:**

A Bachelors degree or equivalent from an accredited college or university with major course work in biology, microbiology, chemistry, or a related field.

**Science Laboratory Coordinator/Biology Lab Technician** (cont.)

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, kneel, squat, stoop, reach, and lift 25 lbs.; exposure to electrical hazards, chemicals, toxic waste, and mechanical hazards.

*Revised 3/8/06*