

Biotechnology Lab Technician

Full-Time**, 12 Month, Classified Position

POSITION

Under direction of the Dean of Math, Sciences & Technology, the Biotechnology Lab Technician for the Biotechnology program and all biotechnology laboratory courses and workshops, will be responsible for the preparation and set up of Biology Laboratories; monitor that proper safety standards are upheld in the evening lab section; and preparing technical mini courses. The work schedule will include a late afternoon and evening assignment. This position may also involve weekend and off campus assignments.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Serve as the primary laboratory technician for Ohlone's Biotechnology Program: Serve as primary safety person for the biotechnology program.
2. Prepare equipment and materials for biotechnology demonstrations and lab exercises.
3. Prepare and label aqueous solutions and non-aqueous solutions for reagents: dispense proper quantities of materials.
4. Oversee proper use and disposal of chemicals and equipment by students.
5. Provide safety information (i.e., OSHA, Cal Education Code etc.) to District personnel and students regarding use of biological and chemical supplies.
6. Perform physical inventory of instruments, supplies and equipment used in the biotechnology program; participate in the maintenance of supplies, materials and equipment used in the biotechnology program.
7. Purchase of supplies and equipment; maintenance of budgets associated with the biotechnology program;
8. Respond to inquiries and requests for information from staff members, students and the community regarding the biotechnology laboratory and biotechnology programs;
9. Monitor the proper use of specialized biotechnology and/or molecular biology lab equipment (such as DNA Sequencer, Bioreactor, Thermocycler, HPLC, etc; and
10. Perform a variety of clerical duties; maintain related records; update laboratory files.

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; perform other duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

- **Knowledge of:** Advanced biology principles and analytical concepts. Operational characteristics of apparatus, equipment and materials used in biology, microbiology, and biotechnology laboratories; subject matter related to biology and biotechnology courses taught at this college—microbiology, molecular biology, biotechnology; laboratory techniques related to biology, microbiology, and biotechnology; basic techniques used in microscopy, electrophoresis, spectrophotometry, chromatography, PCR, DNA Sequencing, Cell Culture, and other related technologies; pertinent Federal, State, District, and local laws, regulations, and policies regarding assigned area including procedures of record keeping; modern office procedures; use of computers to generate spread sheets and Word documents; principles of supervision and training; principles and practices of tutoring; safe work practices including the use and storage of chemicals.
- **Skills to:** Demonstrate correct laboratory methods, practices and techniques; operate modern equipment used in biotechnology and cell/molecular biology laboratories; computer skills such as MS Word, Excel, Powerpoint, etc.; type and word process at a speed necessary for successful job performance; demonstrate effective supervisory skills.
- **Ability to:** Prepare laboratory 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 student assistants; 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. Be sensitive to, and have an understanding of, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college personnel and students.

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:

Education: Associate degree or equivalent from an accredited college or university with major course work in biotechnology, cell/molecular biology, microbiology, or a related field.