VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL LAB TECHNICIAN II - BIOLOGY

BASIC FUNCTION:

Under the direction of a Dean and under the work direction of an Instructor, an Instructional Lab Technician II – Biology performs complex technical work related to the biological sciences; oversee the operation and maintenance of a highly technical or complex instructional laboratory including maintaining supplies and preparing labs.

REPRESENTATIVE DUTIES:

Prepare and set up laboratory equipment, reagents, biological media and other teaching aids for class demonstrations, practical examinations and student assignments. E

Maintain stock rooms, laboratories, prep areas and other assigned areas in a safe, clean and orderly condition; encourage awareness of and oversee the proper use of facilities and safe practices. E

Assure the care and feeding of live specimens including rodents, snakes, frogs, fish/aquariums, plants, algal, fungal and bacterial cultures. E

Prepare and issue materials and equipment for student use; monitor and maintain records of materials and equipment on loan to or checked out by students and instructors. E

Order, receive and arrange for proper storage and handling of biological specimens, chemicals and laboratory equipment; provide certain lab materials from local terrain or stores; inventory materials and assure adequate quantities are available for instructional use; monitor supply budget. E

Perform technical microbiological preparation with extensive work in media production (tubed, bottled, plated), vital stains, special reagents and aseptic transfers of pathogens and nonpathogens on a routine basis. E

Employ various sterilization techniques for glassware, media, equipment and apparatus. E

Test, adjust, maintain and perform minor repairs including necessary calibrations to apparatus and equipment; send equipment out for major repairs. E

Maintain a variety of files and records regarding instructional materials, inventories and equipment repairs; perform general clerical duties as needed. E

Screen, select, train and provide work direction for student workers. E

Use and operate a variety of technical equipment including autoclaves, anaerobic jars, balances, microscopes and others. E

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INSTRUCTIONAL LAB TECHNICIAN II - BIOLOGY (continued)

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, procedures and equipment and terminology of Biological Sciences including microbiology
Health and safety regulations
Record-keeping techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
Technical aspects of Biology and microbiology
Oral and written communications skills
Interpersonal skills using tact, patience and courtesy
Science laboratory operation at the community college level
Proper methods of storing equipment, materials and supplies

ABILITY TO:

Assure the care and security of assigned equipment, specialized materials and supplies
Assemble, maintain and perform minor repairs on lab equipment
Demonstrate competence in biological sciences
Issue and receive equipment and supplies
Plan and organize work
Train, select, evaluate and provide work direction to student workers
Understand and follow oral and written directions
Work independently with little direction
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
Operate and maintain related lab equipment

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in biological sciences and two years of work experience in the field of specialty, preferably in an instructional setting.

WORKING CONDITIONS:

ENVIRONMENT:

Instructional biology lab environment

PHYSICAL ABILITIES:

Hearing and speaking to communicate with students and faculty
INSTRUCTIONAL LAB TECHNICIAN II - BIOLOGY (continued)

Seeing to observe condition of lab and behavior of students
Dexterity of hands and fingers to set up and operate lab equipment
Lifting and carrying heavy objects
Pulling and pushing carts
Reaching to grasp and move supplies

HAZARDS:

Exposure to fumes and potentially hazardous solvents used to preserve biological specimens