

**BIOLOGICAL LABORATORY TECHNICIAN**  
(Bargaining Unit Position)  
(Range 31)

**DEFINITION**

Under general supervision of the Biology Division Chair, provide technical assistance to the Biology faculty for the effective operation of the instructional program; and to perform other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The Biology Laboratory Technician class is distinguished from other Laboratory Technician classes in that the incumbent is required to be knowledgeable in the biological sciences and biological laboratory equipment, methods, techniques, and materials.

**ESSENTIAL FUNCTIONS**

- Prepare laboratory materials such as reagents, equipment, specimens, chemicals, etc; for Zoology, Botany, Biology, Marine Biology, Physiology, and Microbiology;
- Collect necessary specimens and handle live organisms; maintain for laboratory use in Zoology, Botany, Biology, Marine Biology, Physiology and Microbiology;
- Delegate instructions to lab assistants and instructors;
- Review and analyze new laboratory exercises determining effectiveness in classroom use;
- Service and repair electrical and mechanical laboratory equipment as required;
- Design and change labs to fit the classroom lab setting;
- Review and delegate instructions for student help working in laboratory preparation; assist student workers in performing necessary tasks;
- Establish supply lists and work with sales representatives for purchases used in laboratory exercises in Microbiology, Biology, Botany, Physiology, Anatomy, Marine Biology, Zoology, Ecology, and Life Science;
- Maintain inventory of supplies and chemicals, ordering materials as needed;
- Maintain MSDS files on chemicals;
- Assist in the development of the laboratory budget;
- Prepare lab schedules and supply needs each semester;
- Maintain daily laboratory hygiene in the laboratory;
- Perform other related work as required.

**Duties may require the physical ability to:**

- see for the purpose of reading laws and codes, rules and policies, and other printed mater;
- hear and understand speech at normal levels;
- speak so that others will be able to understand a normal in-person and telephone conversation;
- sit or stand for extended periods of time;
- lift and/or carry 60 pounds.
- Manual dexterity sufficient for keyboard and other office equipment operation.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

## **DESIRABLE QUALIFICATIONS**

### **Education**

- Bachelor's Degree in Biological Sciences.

### **Permit and License**

- Must possess or be eligible for valid collecting permit;
- Must have a valid California Driver's License and a safe driving record.

### **Experience**

- Two years laboratory experience comparable to the duties described above, (student laboratory experience may satisfy this requirement);
- Experience in industrial or clinical situations as well as college laboratory experience.

### **Knowledge of**

- San Luis Obispo County area and how to collect appropriate laboratory specimens;
- Zoology, Botany, Algology, Limnology, and Marine Biology sufficient to be familiar with material to be collected;
- handling live organisms in the laboratory and how to keep them in a condition suitable for classroom presentation;
- the audio tutorial laboratory;
- biology laboratory equipment and supplies;
- how to train and oversee student laboratory assistants;
- basic principles and laboratory techniques for college courses;
- laboratory safety requirements and methods;
- computer programs necessary for record keeping and databases;
- correct English usage: grammar, spelling, vocabulary and punctuation.

CCCUE Approval: 5/26/2000

Board Approval: 7/5/2000