



**BIOLOGY/BIOTECHNOLOGY LABORATORY TECHNICIAN**

**SALARY GRADE:** [C2-45](#)

**POSITION CHARACTERISTICS:**

Position reports to the Dean, Biological and Health Sciences at Foothill College. Days and times to be determined. Not to exceed sixteen (16) hours per week.

**DUTIES:**

1. Assemble materials, organize, and set up demonstrations in a timely manner for assigned lab exercises; compute, check, measure, and weigh materials and solutions for use.
2. Inspect lab for safety hazards and make corrections as necessary.
3. Operate and maintain laboratory equipment; perform minor repairs to lab and field equipment as needed.
4. Assist with performing routine test and experiments and maintain microbial cultures.
5. Maintain cleanliness in all lab areas.
6. Inventory and issue supplies and equipment.
7. Prepare, dispense, and/or store supplies, media, and chemicals in the proper manner; assure proper compliance with federal and State hazardous materials laws.
8. Perform a variety of clerical duties and related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Three years related laboratory experience. Associate's degree or equivalent preferred.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

1. Basic concepts in biology and chemistry.
2. Laboratory techniques and procedures in general biology, microbiology, and biotechnology.
3. Federal, state, or other governmental regulations pertaining to handling, storing, and disposing of hazardous materials (including both biohazards and chemical hazards).
4. Basic computer skills including word-processing, spreadsheets, creating and maintain database, and installing software.

**Ability to:**

1. Assist students in the safe and proper use and operation of equipment.
2. Maintain laboratory equipment and facilities.
3. Order, receive, and issue supplies, materials, and equipment.
4. Maintain records of supplies and equipment. effectively communicate with faculty, staff, and students.
5. Oversee the work of others.

**WORKING CONDITIONS:**

**Environment:**

1. Laboratory environment.

**Physical Abilities:**

1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate assigned equipment.
3. Seeing to monitor laboratory activities.
4. Sitting or standing for extended periods of time.

**Hazards:**

1. Exposure to hazardous materials.

EEO Code: H-50

Date Created: June 2007