

**CLASS SPECIFICATION**  
**Biology Laboratory Specialist**

FLSA Status: Nonexempt  
EEOC Job Category: Professionals  
Union Representation: Represented

**GENERAL PURPOSE**

Under general supervision, maintains and manages a biology laboratory; coordinates and prepares materials for laboratory exercises; orders, stores and inventories lab materials, supplies and consumables; maintains safety and cleanliness of lab equipment and facilities; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Biology Laboratory Specialist is responsible for overseeing and maintaining a biology laboratory including maintaining an inventory of required materials, supplies and consumables and preparing and setting up equipment and materials for laboratory exercises. The incumbent is responsible for ensuring the safety and cleanliness of laboratory equipment and facilities. Work assigned requires a detailed knowledge of the scientific subject matter applicable to the assignment and the ability to assist in providing instruction to others in an effective manner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Maintains, manages and oversees the activities of a biology laboratory supporting instruction in biology and human biology; prepares and sets up equipment and materials for laboratory classes, exercises and experiments; prepares a variety chemical and biological solutions and media; grows live cultures and gathers specimens; grows, properly stores and transfers a variety of microbiology cultures; takes down, cleans and stores equipment and materials following laboratory classes and experiments; assists faculty in conducting laboratory experiments; inspects and ensures that all laboratory equipment and instruments are in proper operational condition; makes minor repairs and recalibrates equipment.
2. Determines types and amounts of materials and supplies to order for lab exercises and experiments; orders lab equipment; prepares purchase requisitions, receives, stores and maintains inventory of laboratory chemicals, materials and supplies.
3. Ensures proper maintenance and cleanliness of lab equipment and facilities to ensure the health and safety of students, faculty and staff; ensures proper handling, storage, sterilization and disposal of chemicals, biological specimens and solutions in accordance with all state and federal requirements.
4. Prepares and maintains a variety of lab records; files and consults material safety data sheets; maintains records of student worker hours.
5. Supervises and provides training and work direction to student workers.

## **OTHER DUTIES**

1. Attends a variety of meetings, training sessions, seminars and workshops as required.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Theory, principles, laws and scientific fundamentals applicable to assigned responsibilities in a biology laboratory, including biology, microbiology and human biology.
2. Uses of various chemicals, biological specimens and solutions in reinforcement of science classroom instruction.
3. Fundamentals, terminology, techniques and materials used in biology lab instruction and experiments, including the use of sterile techniques in the growth of cultures.
4. Use and operation of standard Biology laboratory equipment.
5. Laboratory safety rules, practices and procedures, including the storage and disposal of specimens, chemicals and hazardous materials in accordance with state and federal laws and regulations.
6. Correct English usage, including spelling, grammar and punctuation.
7. Administrative practices and procedures, including purchasing, record keeping and filing practices and procedures.

### **Ability to:**

1. Assist instructors in planning, organizing and preparing classroom and laboratory materials and experiments.
2. Demonstrate the safe and efficient operation of specialized biology lab instrumentation and equipment.
3. Follow and instruct others on established laboratory safety rules, practices and procedures.
4. Operate a computer and other standard office equipment.
5. Organize, set priorities and exercise sound judgment within areas of responsibility.
6. Organize and maintain records and files.
7. Communicate clearly and effectively, both orally and in writing.
8. Understand and follow written and oral instructions.
9. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
10. Establish and maintain effective working relationships with College management, faculty, staff, students and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in Biology or a closely related field; and at least one year of experience working with college-age students in an organized, educational environment; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

None.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch and lift up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District management, faculty, staff, students and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a lab setting and is exposed to fumes or airborne particles, toxic or caustic chemicals, biological hazards and risk of electrical shock. The noise level can be moderately loud.