



West Valley - Mission

Community College District

Class Specification

Instructional Technician - Chemistry and Biology

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 56

Definition

To operate an instructional chemistry and biology laboratory and maintain relevant equipment, materials, and supplies; to facilitate student learning by providing technical assistance to faculty and students; and to train and provide oversight for student assistants in the lab.

Distinguishing Characteristics

This is the journey level in the single level Instructional Technician class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

Supervision Received and Exercised

Receives general supervision from an assigned manager.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Prepare materials and set up student chemistry and biology labs according to prescribed schedule; clean, decontaminate, and disassemble labs.
- Set up, operate, and demonstrate the use of specialized equipment, instruments, and apparatus in a community college chemistry and biology laboratory; perform minor repairs to equipment as needed.
- Prepare and standardize chemicals from concentrate; dilute chemical reagents and verify content
- Curate bacteriological and viral cultures used in lab experiments; assure proper developmental stage of microorganisms for specific labs.
- Perform animal husbandry functions including care of, feeding, and maintenance of various life forms and plants for biology labs.
- Maintain a clean, neat, and safe lab environment.
- Communicate with faculty regarding lab operations and equipment.
- Order, receive, store, and inventory equipment, supplies, materials, and consumables for lab experiments; prepare purchase requests for new equipment and supplies; track and monitor equipment checkout; issue and distribute instructional materials for faculty and student use in chemistry and biology labs.

- Prepare and maintain a variety of records, logs, and files related to equipment and supply inventory and purchase.
- Dispose of hazardous waste and household hazardous materials in accordance with federal, state, and district laws and guidelines; maintain required documentation regarding the purchase, storage, and disposal of hazardous chemicals; participate in required training for hazardous materials generators.
- Recruit, train, and direct student assistants; schedule, assign, and review student assistant work; prepare and maintain a variety of records and files related to student assistant schedules and timesheets.
- Test, inspect, and maintain equipment and instruments; determine whether repairs can be done in-house; coordinate equipment repairs through outside vendors.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of

- Major principles of chemistry and biological disciplines depending upon area of assignment including microbiology, anatomy, physiology, zoology, botany, organic chemistry and biochemistry.
- Equipment, supplies, and terminology used in a community college chemistry and biology lab.
- Pertinent federal, state, and district codes, regulations, policies and procedures.
- Proper handling, storage, and disposal of hazardous materials in accordance with Occupational Safety and Health Administration (OSHA) guidelines.
- Health and safety precautions used in an instructional lab.
- Methods and techniques of recordkeeping and inventory control.
- Preparation of stock solutions for laboratory experiments.
- Sterile and aseptic microbiological techniques in the preparation of growth media and microorganisms; staining techniques and curating/culturing of microorganisms.
- Biosafety level II containment techniques; biohazard decontamination techniques.
- Taxonomy of biological phyla; methods and techniques used in the care of various life forms and plants.
- Protocols of microscopy.
- Operation and maintenance of specialized equipment and materials used in the chemistry and biology lab.
- Principles and techniques of time management.

Ability to

- Operate and demonstrate the use of specialized equipment, supplies, and materials.
- Train and direct the work of student assistants.
- Operate and maintain an instructional chemistry and biology laboratory at a community college.
- Depending upon area of assignment, clean, flush, disinfect, and preserve human cadavers and body parts.
- On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze problem equipment; identify and locate equipment and supplies; interpret schedules and lab descriptions; remember equipment location; and explain jobs to others.
- On an intermittent basis, sit or stand for long periods of time; walk, bend, squat, kneel and twist while assembling supplies and equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.
- Provide technical support for instructors and students in an instructional chemistry and biology lab environment.
- Maintain a clean and safe lab environment.
- Maintain records and prepare reports.
- Prepare schedules and assign tasks to student lab assistants.
- Ensure proper handling, labeling, storage, use, and disposal of chemicals and hazardous materials.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.

- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Two years of responsible experience in the field of chemistry and biological disciplines.

Education

Equivalent to the completion of an Associate's degree from an accredited college with major coursework in biological sciences, chemistry, or a related field.

EEO Category: Technical/Paraprofessional

Approved Date: March 13, 2026