

Bench Technician Job Description

- Prepare chemical solutions, reagents, stains, culture media and other materials required for experiments
- Collect, label and log test samples such as biological specimens, manufactured materials or environmental samples
- Set up, calibrate and maintain laboratory equipment such as microscopes, centrifuges, balances and spectrometers
- Perform routine analytical tests on samples following standardized protocols and procedures
- Carefully measure out quantities of various solutions and compounds required for tests
- Dispose of chemicals and biohazardous waste properly per safety guidelines
- Monitor experiments in progress, track timing of procedures and record qualitative and quantitative observations
- Interpret color changes, precipitates and other reactions in chemical processes and diagnostic tests
- Capture, organize and statistically analyze experimental data
- Verify the validity of test results by running quality control samples
- Enter test data into laboratory information systems and databases
- Present scientific data visually through figure creation, including charts, infographics and electrophoresis gels
- Write technical summaries and end-of-study reports on experiments per internal guidelines
- Troubleshoot problems with equipment, testing procedures or results and take corrective actions as needed
- Order and track inventory levels of laboratory supplies, chemicals and disposables to maintain stock
- Ensure laboratory equipment is properly maintained through cleaning, calibration and monitoring
- Provide training and oversight to new laboratory technicians or students

- Ensure laboratory policies, safety protocols and quality standards are being followed at all times
- Coordinate the pickup and delivery of samples requiring specialized analysis at outside laboratories
- Adhere to good documentation practices by thoroughly recording details of laboratory procedures performed
- Comply with applicable state and federal regulations for specific laboratory disciplines such as CLIA for clinical labs
- Stay current with the latest industry best practices, safety standards and testing methods
- Foster positive working relationships with other lab personnel, vendors, clients and site visitors
- Participate in continuing education activities to upgrade knowledge and technical skills
- Monitor lab supply inventory and place orders with approved vendors as needed.