

## Job Description for Temporary, Casual or Interim Positions

<b>Job Title</b>	Lab Set-up Technician IB		
<b>Interim Job Code</b>	INT064	<b>Pay Grid</b>	Temporary
<b>Student Work Program Job Code</b>	WPS064	<b>Pay Grade</b>	Level 1

### Job Summary

Responsible for completing the set-up and maintenance of lab and equipment required for teaching and skills practice.

### Accountabilities

1. Prepare lab equipment or teaching station for classes according to direction provided by course coordinator.
2. Complete the setup and takedown of rooms and equipment required for classes and labs.
3. Maintain laboratory facilities and equipment in a safe, clean working order.
4. Document and report any equipment that requires maintenance.
5. Stock/re-fill supplies.
6. Open and close the lab.
7. Seek guidance and direction from Staff or Manager.

### Qualifications

**Education:** Currently enrolled in a relevant post-secondary program.

**Experience:** Prior experience not required.

### Working Conditions

- Required to lift and carry equipment and supplies (up to 30 lbs).