

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00052	Pay Grade:	11
JD Title:	Undergraduate Lab Coordinator	JD FTE Hours:	37.5
Job Family:	Lab Tech		

General Description

Responsible for managing the day-to-day operations of a facility, laboratory or multiple laboratories. Organizes, distributes and verifies the work of others and participates in their training. Coordinates the execution of projects and service. Designs new laboratory exercises and procedures. Supervises and directs the activities of five (5) or more continuing employees.

Representative Duties & Responsibilities

- Manage the day-to-day operations of a facility, laboratory or multiple laboratories.
- Test, observe, and review new and problematic experiments.
- Investigate and develop solutions for problematic experiments.
- Negotiate best prices with suppliers and challenge supplier's quote with competitor's offer or previous discount.
- Coordinate technical staff, facilities, and equipment required to run undergraduate labs.
- Plan and coordinate the work tasks of multiple teams within the department.
- Estimate time and resources to plan for the requirements of the upcoming year and budget restrictions such as lab room allocations, inventory, staffing, and facility planning based on forecasted enrolment numbers.
- Deal with a diverse student population for a variety of lab courses.
- Design new laboratory exercises and procedures.
- Coordinate the execution of experiments, projects and services.
- Establish priorities and ensure adherence to schedules.
- Provides technical guidance and assistance concerning work methods, the use of equipment and techniques, and the analysis of results.
- Review, test, evaluate, and modify equipment and methodology.
- Recognize and investigate apparent reasons for obvious deviations in results obtained.
- Write a variety of documents such as standard operating procedures.
- Conduct literature searches.
- Conduct initial lab set-up in accordance with lab schedules and requirements.
- Perform pilot experiments and prepare lab demonstration materials.
- Demonstrate and train others on experimental techniques and the operation of laboratory equipment.
- Modify and adapt labs, as directed.
- Perform troubleshooting during the lab period to correct issues including, but not limited to, equipment failure and contamination.
- Update and maintain detailed records of lab preparations and procedures.
- Observe details and maintain accurate records of experiments and results.
- Calibrate and maintain scientific equipment and instruments in accordance with prescribed requirements.
- Perform minor equipment repairs and arrange for major repairs through supervisor or outside contractor.
- Exchange technical and scientific information with others.
- Responsible for keeping laboratory facilities, equipment, and area in clean, safe working order.
- Assemble and adjust tests and laboratory equipment for experiments and procedures.
- Operate, adjust, and maintain a variety of laboratory equipment and scientific instruments.
- Schedule laboratory equipment for use.
- Prepare a variety of chemicals, solutions, sterile media, staining reagents and other materials required for the lab.
- Pipette a variety of reagents and media.

Representative Duties & Responsibilities

- Update, maintain, and verify inventory control of chemicals, media, and supplies.
- Monitor supplies and order inventories.
- Responsible for the proper storage of materials and the appropriate disposal of waste.
- Adhere to standardized procedures and protocols when dispensing chemicals and base media.
- Input, maintain, and verify information in a variety of databases and spreadsheets.
- Remain current with frequent changes in technology, software, and experimental methods in the field.

Supervision

- Supervise and direct the activities of 5 or more continuing employees.

Qualifications

- Bachelor's degree in a relevant field of study.
- Requires 4 years of relevant experience, including one year of supervisory experience.

Effort

Physical Effort:

- A typical work day occasionally requires low physical effort for activities such as:
 - Intermittent periods of keyboarding for producing a variety of documents including forms, reports, and correspondence.
- A typical work day consists of greater than 3.5 hours of moderate physical effort for activities such as:
 - Standing to conduct and demonstrate experiments.
 - Pipetting a variety of reagents and media.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Collecting routine information and inputting data in databases and spreadsheets.
 - Logging samples and related pertinent information.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Overseeing the day-to-day operations of a facility, laboratory or multiple laboratories.
 - Coordinating the execution of experiments, projects and services.
 - Establishing priorities and ensure adherence to schedules.
 - Conducting initial lab set-up in accordance with lab schedules and requirements.
 - Performing pilot experiments and preparing lab demonstration materials.
 - Observing details and maintaining accurate records of experiments and results.
 - Liaising with other laboratories, external departments, and agencies to coordinate resources and schedules to meet research objectives.
- A typical work day consists of up to 2 hours of high mental effort for activities such as:
 - Testing, observing, and reviewing new and problematic experiments.
 - Investigating and developing solutions for problematic experiments.
 - Designing new laboratory exercises and procedures.

Working Conditions

Physical Environment:

- Frequently exposed to unpleasant odours when handling chemicals and reagents.
- Frequently required to wear protective equipment such as gloves, goggles, and aprons when conducting experiments.

Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests and simultaneous deadlines.

Health & Safety:

- Handles chemicals and reagents when conducting experiments.