

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 #:	JD00621	Pay Grade:	8
JD Title:	Research Laboratory Technician (IV)	JD FTE Hours:	37.5
Job Family:	Research Lab		

General Description

Responsible for providing specialized research support to faculty members in their research and teaching laboratory activities. Requires a sound working knowledge of the technology and comprehension of the theory of a specialized field or science is applied and adapted to new research situations. Performs a full range of laboratory technician assignments and uses considerable judgement in making decisions requiring the interpretation and application of guidelines. Provides direction to others in how to carry out work tasks.

Representative Duties & Responsibilities

- Design, adapt, and perform specialized in-vitro and in-vivo procedures.
- Organize and conduct specialized research experiments.
- Modify and adapt test procedures and equipment to meet specialized requirements.
- Use statistical software to conduct moderate and complex statistical analyses and calculations.
- Write sections of scientific papers, funding proposals, and abstracts.
- Perform various in-vitro and in-vivo procedures that are moderately complex and specialized.
- Provide recommendations for procedure modifications and development of the research protocol methodologies.
- Adapt and modify established methods, assays, techniques, and equipment for various laboratory and test procedures.
- Liaise with other laboratories, external departments, and agencies to coordinate resources and schedules to meet research objectives.
- Develop presentations and present information at meetings, seminars, and conferences.
- Recognize and investigate apparent reasons for obvious deviations in results obtained.
- Write a variety of documents such as technical and procedural sections for research reports and standard operating procedures.
- Observe details and maintain accurate records of experiments and results.
- Log samples and related pertinent information.
- Gather and compile experimental results and assist in the preparation of data for reports and publications.
- Exchange technical and scientific information with others.
- Provide updates at research group meetings.
- 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.
- Ensure adequate supplies are available for experiments.
- Schedule laboratory equipment for use.
- Demonstrate and train others on experimental techniques and the operation of laboratory equipment.
- Prepare chemical reagents and biomedical media according to formulae and assume responsibility for accuracy in the preparation and standardization of solutions.
- Pipette a variety of reagents and media.
- 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.

Representative Duties & Responsibilities

- Input, maintain, and verify information in a variety of databases and spreadsheets.
- Conduct literature searches and write literature review summaries.

Supervision

- Provide direction to others in how to carry out work tasks.
- Provide orientation and show procedures to others.

Qualifications

- Bachelor's degree in a relevant field of study.
- Requires 3 years of relevant experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to process documents, enter data into databases and spreadsheets, and maintaining accurate records.
- A typical work day consists of up to 2 hours of moderate physical effort for activities such as:
 - Standing to conduct 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 consists of up to 2 hours of routine mental effort for activities such as:
 - Collecting routine information, word processing routine documents, and inputting data in databases and spreadsheets.
- A typical work day consists of up to 3.5 hours of moderate mental effort for activities such as:
 - Performing various in-vitro and in-vivo procedures that are moderately complex and specialized.
 - Providing recommendations for procedure modifications and development of the research protocol methodologies.
 - Recognizing and investigating apparent reasons for obvious deviations in results obtained.
 - Observing details and maintaining accurate records of experiments and results.
- A typical work day consists of up to 3.5 hours of high mental effort for activities such as:
 - Designing specialized in-vitro and in-vivo procedures.
 - Conducting specialized research experiments.
 - Adapting and modifying established methods, techniques, and equipment for various laboratory and test procedures.
 - Modifying and adapting test procedures and equipment to meet specialized requirements.
 - Using statistical software to conduct complex statistical analyses and calculations.

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.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00621	Pay Grade:	8
JD Title:	Research Laboratory Technician (IV)	Total Points:	552
Job Family:	Research Lab		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	5.0	105
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	3.0	39
	5. Education and Experience	E3	100
	6. Dexterity and Coordination	3.0	21
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	4.0	78
Responsibility	9. Planning and Coordination	3.0	46
	10. Responsibility for Others	2.0	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	3.0	66
Working Conditions	12. Physical Environment	2.0	10
	13. Psychological Environment	2.0	10
	14. Health and Safety	2.0	16