



# 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.*

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JD #:	<b>JD00669</b>	Pay Grade:	<b>2</b>
JD Title:	<b>Laboratory Assistant</b>	JD FTE Hours:	<b>37.5</b>
Job Family:	<b>Technician</b>		

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## General Description

Responsible for washing and drying glassware and distributing it to appropriate locations within the laboratories.

## Representative Duties & Responsibilities

- Uses an autoclave to sterilize equipment, glassware and supplies for experiments.
- Stands for long periods of time to load and unload glass-washers.
- Uses a cart to transport glassware from storage area to cleaning facility.
- Lifts pans of glassware into and from cart.
- Measures chemicals and mixes solutions for a variety of experiments.
- Calibrates and uses a pH meter to measure the acidity or alkalinity of a liquid.
- Monitors laboratory supplies and places orders as required.
- Distributes laboratory supplies required for experiments.
- Shows others where equipment is to be dropped off and picked up.
- Provides estimates on the cost of using glass washing facility and service turn around times.
- Disposes of contaminated waste and sharps.
- Fills out manifests required for biohazardous waste pick up and removal.
- Performs routine maintenance of glass-washing equipment.

## Supervision

- No formal supervision of others is required.
- Occasionally provides orientation and shows procedures to others.

## Qualifications

- Secondary School diploma.
- Requires a minimum of 6 months of relevant experience.

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## Effort

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### Physical Effort:

- A typical work day consists of up to 3.5 hours of low physical effort for activities such as:
  - Moving light laboratory supplies for preparation and cleaning.
- A typical work day consists of greater than 3.5 hours of moderate physical effort for activities such as:
  - Standing for long periods of time to load and unload glass-washers.
- Elements of high physical effort are not a regular feature of this job.

### Mental Effort:

- A typical work day consists of greater than 3.5 hours of routine mental effort for activities such as:
  - Collecting routine information to place supply orders.
  - Cleaning and preparing laboratory supplies.
- A typical work day consists of up to 2 hours of moderate mental effort for activities such as:
  - Calibrating pH metres.
  - Measuring chemicals and mixing solutions for a variety of experiments.
- Elements of high mental effort are not a regular feature of this job.

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## Working Conditions

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### Physical Environment:

- Continuously required to work in a warm and damp environment.
- Continuously required to wear gloves.
- Occasionally exposed to biohazardous waste.

### Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.

### Health & Safety:

- Handles chemicals when mixing solutions.

## Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00669</b>	Pay Grade:	<b>2</b>
JD Title:	<b>Laboratory Assistant</b>	Total Points:	<b>220</b>
Job Family:	<b>Technician</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>2.0</b>	38
	2. Breadth of Knowledge	<b>1.0</b>	5
	3. Adaptation to Change/Updating of Learning	<b>1.0</b>	3
	4. Interpersonal Skill	<b>2.0</b>	23
	5. Education and Experience	<b>B1</b>	24
	6. Dexterity and Coordination	<b>3.0</b>	21
<b>Effort</b>	7. Physical Effort	<b>3.0</b>	18
	8. Mental Effort	<b>1.0</b>	10
<b>Responsibility</b>	9. Planning and Coordination	<b>1.5</b>	19
	10. Responsibility for Others	<b>1.0</b>	10
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>1.0</b>	12
<b>Working Conditions</b>	12. Physical Environment	<b>3.0</b>	18
	13. Psychological Environment	<b>1.0</b>	3
	14. Health and Safety	<b>2.0</b>	16