



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 #:	JD00685	Pay Grade:	5
JD Title:	Laboratory Technician (I)	JD FTE Hours:	37.5
Job Family:	Lab Tech		

General Description

Under the direction of the immediate supervisor, participates in the execution of laboratory projects and experiments. Performs a variety of specialized technical tasks according to established methodology.

Representative Duties & Responsibilities

- 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.
- Conduct routine analyses of data.
- Perform trouble-shooting 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.
- Inform supervisor of any defects or irregularities and take appropriate measures to rectify the situation.
- 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.
- 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.
- Conduct literature searches.

Supervision

- No formal supervision of others is required.
- Provide orientation and show procedures to others.

Qualifications

- 3 year Community College diploma in a relevant field of study.
- Requires 1 year of relevant experience.

Effort

Physical Effort:

- A typical work day consists of up to 2 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 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 consists of greater than 3.5 hours of 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 up to 3.5 hours of moderate mental effort for activities such as:
 - 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.
- Elements of high mental effort are not a regular feature of this job.

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.