



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 #:	JD00687	Pay Grade:	7
JD Title:	Laboratory Technician (III)	JD FTE Hours:	37.5
Job Family:	Lab Tech		

General Description

Under the direction of the immediate supervisor, design new laboratory exercises and procedures and oversee 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.

Representative Duties & Responsibilities

- Design new laboratory exercises and procedures.
- Conduct literature searches and write literature review summaries.
- Oversee the day-to-day operations of a facility, laboratory or multiple laboratories.
- 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 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 moderately complex 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.
- 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.

Supervision

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

Qualifications

- Bachelor's degree in a relevant field of study.
- Requires 2 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 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 up to 2 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 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 occasionally requires high mental effort for activities such as:
 - 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.