

## Job Description

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<b>Job Title:</b>	Biology Laboratory Technician I
<b>Department:</b>	Biology
<b>Reports To:</b>	Administrative Officer
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 8
<b>Effective Date:</b>	August 2017

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### **Primary Purpose**

The incumbent is responsible for developing and ensuring the smooth and successful execution of assigned laboratory courses for several undergraduate courses, in consultation with the Instructor and/or Faculty member responsible for each course. The primary area of assignment for this position is microbiology. The Biology Lab Technician is equally accountable to the Administrative Officer for administrative issues and The Associate Chair, Undergraduate Studies for technical issues.

### **Key Accountabilities**

*List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.*

#### **Course Work**

- Prepare and provide requisite materials (e.g., media, reagents, cultures, specimens) for laboratory offerings (including student follow-ups as requested) for assigned courses, including laboratory equipment for the initial and any follow-up laboratory sessions for particular experiments
- Clean-up of the laboratory space with the appropriate handling and disposal techniques, including the disposal of hazardous materials at the end of each laboratory exercise
- Demonstrate proper and safe operation of equipment including autoclave, steamer, centrifuge, compound, dissecting and phase microscopes, fume hood and any other specialized equipment
- Assist instructors or faculty members with the development of new experiments for teaching and research
- In consultation with Instructors and/or faculty members, trouble-shoot and/or update existing experiments to improve pedagogy
- Recommend changes, revisions and corrections to student lab manuals
- Create and maintain course notes and communicate with faculty and instructors
- Service teaching equipment and maintain records
- Support Teaching Assistants during lab sessions to trouble-shoot technical issues as they arise and/or explain the principles behind experiments

#### **Administrative Duties**

- Responsible for processing marks for undergraduate courses (tutorials, labs, midterms and finals) including: compiling lab and tutorial marks, marking computer exams, providing statistical summary of student outcomes for each course, and calculating and submitting final grades to the Registrar
- Process TA evaluations for analysis at the end of each term
- Source and order laboratory and preparation room maintenance supplies
- In consultation with instructors and faculty member(s) provide recommendations and costing to Associate Chair for equipment to improve pedagogy

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- Establish and maintain liaison with sales representatives for technical and price updates
- Prepare and maintain chemical inventory in accordance with UW and legislative requirements

### **Safety**

- Maintain personal certifications as required by Safety Office
- Update posted safety procedures including WHMIS, hazardous waste disposal etc. so that they are current
- Maintain equipment certifications and the associated records
- Prepare and maintain current Standard Operating Procedures (SOPs)
- Maintain first aid kits
- Maintain safety inspection reports (eye wash station, spill kits, etc.) and report to the Department and Safety Office as required

### **Other**

- Serve as a technical resource person for faculty, research associates and students in the development of their research projects
- Fill in as a teaching assistant where necessary.
- Serve as a support person in other areas of department operations (laboratory preparation and clean-up for other courses, other department initiatives) as required on an occasional and short-term basis as assigned by the Chair, Associate Chair or Administrative Officer.

## **Required Qualifications**

*If hiring today, what would be the required education, experience, knowledge, skills and abilities?*

### **Education**

- BSc in Biology with significant experience required, MSc preferred.

### **Experience**

- Two years' experience required. Requires broad knowledge of microbiology techniques, physiology, cell biology, genetics and ecology.
- Prior experience as a Teaching Assistant would be an asset.
- Experience trouble shooting and working with scientific equipment is an asset. Requires a sound understanding of the theoretical and practical aspects of lab offerings. Maintain current certification as required by the Safety Office.

### **Knowledge/Skills/Abilities**

- Ability to manage multiple priorities in a fast-paced environment is essential.
- Excellent written and oral communication skills required.
- Basic skill level with Microsoft Office Suite

## **Nature and Scope**

- **Contacts:** Significant internal relationships include faculty, staff and students. Significant external relationships include suppliers and sales representatives.
- **Level of Responsibility:** The position has specialized work with minimal supervision and provides guidance to others.
- **Decision-Making Authority:** The position works with the Associate Chair, Undergraduate Studies to ensure proper interpretation and application of University policies and guidelines.
- **Physical and Sensory Demands:** Heavy lifting may be required at times.
- **Working Environment:** Evening and weekend hours are required. Laboratory environment with some exposure to offensive odours.