

Job Description

Job Title:	Biology Laboratory Technician - Zoology
Department:	Biology
Reports To:	Administrative Officer
Jobs Reporting:	None
Salary Grade:	USG 8
Effective Date:	June 2018

Primary Purpose

The Biology Laboratory Technician (Zoology) is responsible for developing and ensuring the smooth and successful execution of the laboratory section of several assigned courses, in consultation with the Instructor and/or Faculty member responsible for each course. The primary areas of assignment for this position are Zoology, Limnology and Ecology. The Biology Laboratory Technician is equally accountable to the Administrative Officer for administrative issues and The Associate Chair, Undergraduate Studies for technical issues

Key Accountabilities

Course Work

- Prepare and provide requisite materials (e.g., specimens, sampling equipment) for laboratory offerings (including student follow-ups as requested) for assigned courses. Responsibilities include preparation for the initial and any follow-up sessions for particular experiments, which may be on or off campus.
- Accompany course instructor on local field courses and assist students with experimental design, field safety and specimen identification. May be asked to attend out of country field trips (e.g. Costa Rica, Belize).
- Collect specimens and environmental samples from on and off campus field sites as required. Culture of invertebrate specimens where appropriate.
- Clean-up of the laboratory space with the appropriate handling and disposal techniques, including the disposal of hazardous materials.
- Demonstrate proper and safe operation of equipment including field-sampling equipment, microscopes and fume hood.
- Assist instructors or faculty members with the development of new experiments and exercises for teaching and research.
- In consultation with instructors and/or faculty members, trouble-shoot and/or update existing laboratory offerings (including lab manuals) to improve pedagogy.
- 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

- Process marks for undergraduate courses. Includes compiling lab and tutorial marks, scanning computer answer sheets, preparing statistical summary of student outcomes and calculating final grades.
- Process TA evaluations at the end of each term.

Job Description



- Source and order laboratory and preparation room supplies.
- Arrange boat rentals for course fieldwork as required.
- In consultation with instructors and/or faculty, make recommendations to improve pedagogy.
- 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 (e.g., eye wash station, spill kits, etc.) and report as required (e.g., Department Safety Officer and UW Safety Office).

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

Education

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

Experience

- Two years' experience required. Requires extensive knowledge in the area of ecology and limnology. Requires a sound understanding of the theoretical and practical aspects of invertebrate and vertebrate morphology, ecology, systematics and limnology. Knowledge in other areas such as microbiology, physiology, cell biology and, genetics is an asset.
- Prior experience as a Teaching Assistant is an asset.
- Experience trouble shooting and working with scientific equipment is an asset.

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
- Maintain current certification as required by the Safety Office.
- Must have a valid class G driver's license and boating license.

Nature and Scope

- **Contacts:** Significant internal relationships include faculty, staff and students. Significant external relationships include suppliers and sales representatives.
- **Level of Responsibility:** The incumbent has specialized work with minimal supervision and provides guidance to others.
- **Decision-Making Authority:** The position works with the Administrative Officer and the Associate Chair, Undergraduate Studies to ensure proper interpretation and application of University policies and guidelines.

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- **Physical and Sensory Demands:** Heavy lifting may be required at times. Incumbent must be capable to effectively and safely work in field conditions (e.g., hiking over uneven and unpredictable terrain while carrying equipment in variable weather conditions).
 - **Working Environment:** Evening and weekend hours are required. Laboratory environment with some exposure to offensive odours. Requirement to set-up courses and collect samples at off campus field sites. Weather conditions may be disagreeable.