

## Job Description

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<b>Job Title:</b>	Ecology Lab Coordinator
<b>Department:</b>	Dean of Environment Office
<b>Reports To:</b>	Manager, Ecology Teaching Labs
<b>Jobs Reporting:</b>	Occasional part time assistants & volunteers
<b>Salary Grade:</b>	USG 8
<b>Effective Date:</b>	November 2018

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### **Primary Purpose**

The Ecology Lab Coordinator is responsible for the Faculty's naturalized gardens, Lab outreach programs, and providing support related to course lab and field activities. This position is essential in communicating field and lab safety procedures for courses supported by the Ecology Lab.

### **Key Accountabilities**

#### **Field and Lab safety including but not limited to:**

- Follows safety protocol and guidelines, including providing documentation, orientation and safety presentations to lab users.
- Responsible for providing Personal Protective Equipment (PPE) and related safety equipment to users of the facility.
- Review and comply with Job Hazard Analyses, Standard Operating Procedures and Laboratory Risk Assessments.
- Conduct Ecology Lab safety inspections and maintain related records.
- Member of ENV health and safety committee.
- Maintain the Lab's chemical inventory using the UW chemical inventory system.
- Keep up to date with health and safety training required for this position.
- Support course instructors by providing advice on field trip safety guidelines and operating safely, which may include accompanying instructors in the field.

#### **Student engagement and outreach including but not limited to:**

- Work with the marketing and recruitment teams to coordinate outreach programs as they pertain to the Ecology Lab's objectives.
- Oversee components related to competitions hosted by the Ecology Lab.
- Create and maintain outreach manual.
- Develop and organize workshop offerings to ENV community as they relate to the Lab's objectives.

#### **Naturalized gardens including but not limited to:**

- Maintain and manage the Faculty's naturalized gardens.
- Liaise with appropriate UW departments in collaborating efforts.
- Create and maintain gardening and landscaping manuals.
- Responsible for natural gardens coordinator and related volunteers.
- Keep up to date with fall arrest safety certification and associated protocols for the green roof garden.

#### **Field and lab course support including but not limited to:**

- Provide field and lab course support to graduate and undergraduate students.
- Train Teaching Assistants in safe use of field and lab equipment.

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- Support and participate in technical training for graduate and undergraduate students of relevant field and lab equipment.
- Assist with instruction in courses supported and/or run by the Ecology Lab.
- Update and maintain datasets created from supported lab and field course activities to further pedagogy.

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### **Required Qualifications**

#### **Education**

- BSc in Environmental Science, BES in Environmental Studies or Masters degree in the field of Environmental Studies/sciences is preferred and/or equivalent education.

#### **Experience**

- 3-5 years of field ecology and applicable environmental laboratory experience.
- Experience in naturalized landscaping processes.
- Proven experience working safely and competently outdoors in nature and in laboratory.
- Understanding of practical aspects of field and lab course activities.

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

- Advanced knowledge of field and laboratory techniques related to flora, fauna and soil and water quality assessment.
- Advanced knowledge in the identification of plants, soils and invertebrates.
- Understand chemical processes.
- Ontario Driver's license class G is required.
- Self-directed with proven ability to work independently and collaboratively as required in a busy multi-tasking and fast-paced environment.
- Comprehensive planning and problem solving skills.
- Competent addressing large groups.
- Must be able to interact with people in a tactful, professional and diplomatic way.
- First Aid Certification is an asset.
- Wilderness survival training is an asset.
- Knowledgeable with UW Safety procedures, guidelines and policies an asset.

### **Nature and Scope**

- **Contacts:** Internal: Ecology Lab team; Information exchange with Office of the Dean for naturalized gardens and green roof activities; marketing and undergraduate recruitment team on applicable outreach activities; Plant Operations; Communication with UW Safety office for health and safety and chemical inventory system, ENV health and safety committee and instructors for course needs; undergraduate and graduate students for advising, instructing and supporting. External: Build relationships with secondary school teachers for Envirothon. Communicate with equipment vendors and suppliers.
- **Level of Responsibility:** Responsible for communicating safety procedures and protocols to course instructors and facility users. Responsible for conducting monthly Ecology lab safety inspections and maintaining reports. Taking the lead in ensuring Faculty's field trip guidelines are considered in supported courses. Responsible for proper chemical storage and hazardous waste disposal and

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communicating to Lab personnel. Responsible for ensuring personal safety certifications are up to date. Coordinating and instructing Teaching Assistants of applicable courses requiring field and lab support. Responsible for all logistics related to the annual Grand River Regional Envirothon. Coordinate in organizing outreach activities as they pertain to the Lab's vision. Lead in maintaining the Ecology Lab's chemical inventory through the UW chemical inventory system. Coordinates volunteers that may help with the gardens or in lab.

- **Decision-Making Authority:** Contributes to annual planning of Lab budget. Determine applicable outreach activities as they benefit the objectives of the lab. Takes the lead on all decisions pertaining to the naturalized gardens. Make decisions about implementing safety measures, inspections, documentation and operating safely in the Ecology lab. Responsible for communicating safety protocol, guidelines, appropriate safety training, and safety presentations within directly supported courses.
- **Physical and Sensory Demands:** Physically demanding and requires lifting of heavy and irregularly sized equipment. Rigorous work outdoors in all weather conditions (snow, rain, cold, heat and humidity). Strength endurance with conducting fieldwork in streams, lakes, uneven terrain, forests and open fields. Stress associated with handling multiple tasks and managing large groups of individuals in both laboratory and outdoor settings. Stress related to ensuring safe operation of lab activities, outreach and landscaping.
- **Working Environment:** The job typically runs during regular working hours with occasional evening and weekend work. Working in common lab space with electronics, sharp objects, biohazards, high temperature ovens and hazardous chemicals. Loud conditions associated with sample processing and sieve shaker. Handling of prickly, poisonous vegetation and insects that cause reactions. Exposure to unpleasant odours. Open office sitting at computer workstation at times. Mental wellness risks may be related to field or lab incidents.