BCGEU POSITION DESCRIPTION

POSITION TITLE: Laboratory Technician - Biology
JOB NUMBER: 178, 179
REPORTS TO: Associate Dean
INCUMBENT:
DEPARTMENT: Faculty of Science
DATE CREATED: September 1999
JOB CLASS: 12
DATE REVISED: July 2025

PRIMARY FUNCTION

The Laboratory Technician – Biology is responsible for the coordination and management of the Biology labs. The Technician assists faculty with the operation of the Biology labs by assuming responsibility for the overall care, maintenance and control of the labs and their equipment, plus the preparation, set up and removal of the required supplies, samples, displays, chemicals and equipment for each week's lab activities. Based on an established timetable of student lab assignments, and using standard and prescribed safety practices, the laboratory technician is expected to perform his or her duties with a minimum of managerial supervision from the Associate Dean or direction from the faculty.

JOB DUTIES AND TASKS

1. Orders, receives and signs for materials, supplies, equipment, samples and chemicals required; initiates and forwards requisitions and other related forms for processing and purchasing as necessary; liaises with outside agencies and suppliers, or internal departments, for procurement of materials, supplies, equipment, samples and chemicals; obtain preliminary quotes as necessary.

2. Monitors budget to ensure expenditures are within budget constraints.

3. Maintains a computer inventory of chemicals, supplies, samples and equipment in the Biology Department.

4. Sets up, removes, cleans and refurbishes chemicals, supplies and equipment as required for the weekly sequence of lab exercises, demonstrations and lab exams.

5. Prepares samples, materials, chemicals and equipment for demonstrations, student experiments and lab exams.

6. Grows, collects and prepares cultures, samples, solutions and specimens for lab and demonstration purposes.

7. Preserves, mounts and classifies specimens for displays and collections.

8. Cares for live animals, insects, plants and marine life in aquariums, cages and greenhouse.

9. Recognizes and identifies hazardous materials.

10. Ensures compliance with WHMIS regulations and other relevant government legislation; obtains and maintains MSDS information; determines and complies with labeling requirements; liaises with appropriate bodies as necessary.

11. Develops laboratory safety procedures; spill clean up procedures and waste disposal procedures in conjunction with other members of the biology department and in conformity with appropriate legislation and regulation.

12. Organizes and ensures proper storage and waste disposal of chemicals in labs, preps rooms and bunker.

13. Advises lab staff and faculty on laboratory safety procedures, as well as the proper handling and storage of hazardous chemicals and materials.

14. Assists Laboratory Instructors – Biology and faculty to ensure that students show proper safety practices and procedures in their lab exercises, as well as a safe lab etiquette.

15. Manages and cleans up of chemical spills according to established procedure.

16. Ensures that the labs and equipment are kept in a safe and clean manner.

17. Maintains and repairs lab equipment and materials and/or initiates procedures for service repairs or replacement; calibrates equipment as necessary.

18. Demonstrates to students, staff and faculty the use of lab equipment as necessary.

19. Coordinates the supply and distribution of lab manuals, handouts, lab exams, supplies demonstrations and audio-visual materials.

20. Maintains, updates and keeps files of Biology resource materials (e.g., catalogues, microscopic slides, scientific journal reprints, audio-visual materials.

21. Selects, trains and directs technician-related work of student assistants.

22. Assesses and requests computer software requirements for the lab, including site licenses and copies.

23. Initiates and/or works with others in the development, evaluation and revision of experimental procedures, lab exams and lab manuals.

24. Prepares annual allocation requests to the department's operating, capital and minor capital budget.

25. Assists faculty with final and lab exam supervision, as required.

26. Provides technical coverage for Laboratory Instructors – Biology as required.

27. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

SUPERVISION RECEIVED: This position reports to the Associate Dean, Faculty of Science.
SUPERVISION/DIRECTION EXERCISED: This position selects, trains, and directs work of student assistants.
PHYSICAL ASSETS/INFORMATION MANAGEMENT: Determines storage requirements of equipment, supplies and chemicals.
FINANCIAL RESOURCES: Provides cost data and input to department budget requiring subject matter expertise and program knowledge.
The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Working knowledge of the course content, laboratory equipment and techniques pertaining to the instruction of biology courses at the first and second year level, including microbiology.
- Ability to manage and coordinate the operation, maintenance and repair of laboratory equipment and supplies, including inventory, ordering, preparation, lab setup and take down, and stock storage.
- Good working knowledge of business records, inventory, ordering and receiving procedures; be able to use a computer efficiently in these tasks.
- Good working knowledge of all government legislation related to laboratory operations.
- Ability to demonstrate laboratory techniques and have practical experience in these.
- Organized and energetic, with good abilities in problem solving, adaptability and interpersonal skills with people of varied backgrounds.
- Ability to work with a minimum of supervision.
- Ability to travel between campuses.

EMPLOYER REQUIRED EDUCATION & EXPERIENCE

- B.Sc. in biology is required;
- Prior related experience is an asset;
- Or an equivalent combination of education, training and experience.

Knowledge Skills & Abilities revised: