

## JOB DESCRIPTION

**Dept.:** Faculty of Science and Horticulture

**Working Title:** Laboratory Technician - Chemistry  
(180, 181)

**Date:** September 1999

**Job Class:** 12

### **PRIMARY FUNCTION:**

The Laboratory Technician – Chemistry is responsible for the coordination and management of the Chemistry Labs. The Technician assists faculty with the operation of the Chemistry 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 Dean or direction from the faculty.

### **JOB DUTIES AND TASKS:**

- a. Order, receive and sign for materials, supplies, equipment, samples and chemicals required; initiate and forward requisitions and other related forms for processing and purchasing as necessary; liaise with outside agencies and suppliers, or internal departments, for procurement of materials, supplies, equipment, samples and chemicals; obtain preliminary quotes as necessary.
- b. Monitor budget to ensure expenditures are within budget constraints.
- c. Maintain a computer inventory of chemicals, supplies and equipment as required for the weekly sequence of lab exercises, demonstrations and lab exams.
- d. Set up, remove, clean and refurbish chemicals, supplies, samples and equipment in the Chemistry Department.
- e. Prepare chemical solutions, materials, and equipment for demonstrations, student experiments and lab exams.
- f. Test chemicals for known and unknown properties, effects and compatibility to lab exercises and safety parameters.
- g. Analyze chemicals and unknowns used in the lab exercises.
- h. Evaluate procedure and troubleshoot experiments.
- i. Recognize and identify hazardous materials.
- j. Organize and ensure proper storage of chemicals in labs, prep rooms and bunkers.
- k. Collect, label, store and dispose waste solutions and hazardous lab by-products according to procedures.
- l. Maintain, assign and administer student lockers.
- m. Ensure compliance with WHMIS regulations and other relevant government legislation; obtain and maintain MSDS information; determine and comply with labeling requirements; liaise with appropriate bodies as necessary.
- n. Develop laboratory safety procedures, spill clean up procedures and waste disposal procedure in conjunction with other members of the Chemistry Department and in conformity with appropriate legislation and regulation.
- o. Advise lab staff and faculty on laboratory safety procedures, as well as the proper handling and storage of hazardous chemicals and materials.
- p. Assist Laboratory Instructors – Chemistry and faculty to ensure that students show proper safety practices and procedures in their lab exercises, as well as a safe lab etiquette.
- q. Manage the clean up of chemical spills according to established procedure.
- r. Ensure that the labs and equipment are kept in a safe and clean manner.
- s. Maintain and repair lab equipment and materials and/or initiate procedures for service repairs or replacement; calibrate equipment as necessary.
- t. Perform minor custom glass working and repairs.
- u. Demonstrate to students, staff and faculty the use of lab equipment as necessary.
- v. Coordinate the supply and distribution of lab manuals.
- w. Select, train and direct technician-related work of student assistants.

**JOB DUTIES AND TASKS: cont.**

- x. Determine and request computer software requirements for the lab, including site licenses and copies.
- y. Initiate and/or work with others in the development, evaluation and revision of experimental procedures, lab exams and lab manuals.
- z. Provide input to the department's operating, capital and minor capital budget.
- aa. 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:**

Reports to Dean, Faculty of Science and Horticulture.

**SUPERVISION/DIRECTION EXERCISED:**

Select, train, monitor and direct work of student assistants.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Determines storage requirements of equipment, supplies and chemicals; perform light repairs to equipment.

**FINANCIAL RESOURCES:**

Provide cost data and input to department budget requiring subject matter expertise and program knowledge.

*The above statement reflects 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:**

1. Have a B.Sc. in chemistry, or equivalent related training; related experience is an asset.
2. Have a good working knowledge of the course content, laboratory equipment and techniques pertaining to the instruction of chemistry courses at first, second, third, and fourth year level.
3. Be able 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.
4. Have a good working knowledge of business records, inventory, ordering and receiving procedures; be able to use a computer efficiently in these tasks.
5. Have a good working knowledge of all government legislation related to laboratory operations.
6. Be able to demonstrate laboratory techniques and have practical experience in these.
7. Be well organized and energetic, with good abilities in problem solving, adaptability and interpersonal skills with people of varied backgrounds.
8. Be able to work with a minimum of supervision.

**July 2017**