

CAAT Job Evaluation System for Non-Bargaining Unit Employees

Ontario Colleges of Applied Arts and Technology

The Job Fact Sheet Questionnaire (JFS) is used to gather information for job evaluation purposes for the Colleges= Administrative Staff, Part-Time Support Staff, Part-Time and Sessional Academic Staff positions. Please read each section carefully before completing.

The Education and Experience sections are to be completed by the College according to the College=s recruitment standards.

Upon completion by an incumbent, the JFS is reviewed and, when necessary, adjusted by the position=s Manager and the Senior Manager responsible for the position. Any changes to the JFS are to be reviewed with the incumbent prior to evaluation. The JFS is then submitted to the appropriate College official for job evaluation purposes.

The JFS is not finalized until it has gone through the job evaluation process and the results have been confirmed by the College. A copy of the finalized JFS will be provided the incumbent for information purposes and as a job description.

POSITION IDENTIFICATION

1. POSITION IDENTIFICATION

Position Title:	Research Operations Manager
Position Number:	TBD
Pay Band:	11
Incumbent:	VACANT
Location/Campus:	Frost Campus, Lindsay & Sutherland Campus, Peterborough
Division/Department:	Office of Applied Research & Innovation
Immediate Supervisor (title):	Vice-President, Applied Research & Innovation
Date of JFS:	December 9, 2021
Last Evaluated:	January 31, 2022

Type of Position:

☒ **Administrative**

☐ Part-Time Administrative

☐ Sessional Academic

☐ Part-Time Academic

☐ Part-Time Support

☐ Other

I have read and understood the contents of the Job Fact Sheet (if completed by an incumbent):

Incumbent: _____

Date: _____

Recommended by:

Position's Manager: _____

Date: _____

Approved by:

Senior Manager: _____

Date: _____

POSITION SUMMARY

Provide a concise description of the position by identifying its most significant responsibilities and/or accountabilities.

Reporting to the Vice-President, Applied Research & Innovation, the Research Operations Manager is an integral member of the OARI leadership team providing strategic, financial and operational leadership for two research centres: the Centre for Innovative Aquaculture Production (CIAP) and the Centre for Advancement in Mechatronics & Industrial Internet of Things (CAMIIT). The incumbent will work closely with the Vice-President, Applied Research & Innovation and the Manager, Office of Applied Research & Innovation, to provide cohesive leadership to the researchers and staff of these research centres.

The incumbent is responsible for the hiring and management of all research staff, including Research Scientists, Technologists, Technicians, and student workers, at the CIAP and CAMIIT.

Working with CIAP and CAMIIT staff, the incumbent will oversee all aspects of the budgets for these centres, including purchasing, capital requests, budget monitoring, expense approvals and asset management, all while ensuring adherence to funder and college rules and guidelines.

The incumbent will oversee day-to-day operations of the two research centres including staffing, managing project demands on space and lab resources, and developing and maintaining current operating procedures. Additionally, they will work with Physical Resources regarding necessary maintenance, repairs, and renovations in the research labs.

The incumbent will oversee health and safety requirements in the research labs and for field work, including establishing required safety policies, procedures and training and ensuring health and safety compliance.

Finally, working with CIAP and CAMIIT staff and the corporate marketing department of the college, the incumbent will develop and oversee a marketing plan for the research centres.

KEY DUTIES

Provide a description of the position's key duties. Estimate the percentage of time spent on each duty (to the nearest 5%). Add an extra page if necessary.

Key Duties

% Of Time

1. Administrative Leadership & Human Resources Management (35%)

Plans, hires, develops and manages all research staff within the CIAP & CAMIIT, including Research Scientists, Technologists, Technicians, and student workers who support the research. The incumbent will work with research staff to complete annual performance reviews, set annual goals and encourage the employees to continually improve their skills through professional development. At times, the incumbent will be required to manage conflicts, conduct performance management, handle grievances and

complaints related to support staff. Ensures all new support staff receive the proper orientation and complete all mandatory training related to their position.

The incumbent ensures appropriate staff training and facilitates effective communication and problem-solving within the CIAP and CAMIIT, the broader college and external partners. The incumbent works collaboratively with the Office of Applied Research & Innovation management and staff, and other college personnel to develop and maintain a team-based approach to the CIAP and CAMIIT initiatives. Ensures the existence of and adherence to appropriate operational protocols and procedures in support of the research integrity and the operational efficiency and safety of the CIAP and CAMIIT research units;

Works collaboratively with the academic leadership of SENRS and the School of Trades & Technology, to provide opportunities for students and faculty to carry out applied research projects in the CIAP and CAMIIT.

In collaboration with the Office of Applied Research & Innovation, ensures compliance with funder expectations and requirements (e.g. NSERC, CFI, OCI, etc.).

This role maintains relationships with external parties and organizations and works closely with the Vice President, Applied Research & Innovation to maintain and enhance research business activities in areas of strategic importance to CIAP and CAMIIT. Ensures the college is aware of and engaged in provincial and national level activities around applied research advancement and administrative improvement efforts.

2. Financial Management (35 %)

Working with the OARI staff including the Manager, Office of Applied Research & Innovation and the Research Grants Financial Officer the Manager develops and implements operating and capital budgets in accordance with the College budget procedures and timelines.

As well, this position is accountable for CIAP and CAMIIT grant and project budgets and has delegated signing authority in day-to-day managing, controlling and approving of expenditures for project budgets. The incumbent purchases (or delegates) project supplies and equipment, as needed and tracks and monitors spending against project budgets, including timesheets, VISAs and expense reports, provides updates to the Manager, OARI and ensures projects are completed within budget.

3. Health & Safety & Space/Facilities Coordination (25 %)

Health & Safety – In collaboration with research staff and Physical Resources, ensures safety compliance in research labs and at field sites as well with equipment and research supplies (e.g. chemicals) at both on and off-site locations. This includes ensuring all lab maintenance is current, maintaining lab manuals including operating procedures and making sure all workers are appropriately trained.

Animal Care - This role is responsible for ensuring all CIAP staff are appropriately trained

and qualified to care for the animals under their supervision according to Fleming's Animal Care & Welfare Policy 9-902 and the guidelines and principles of the Canadian Council on Animal Care.

Space/Facilities coordination - Works closely with the Vice-President, Applied Research & Innovation, Physical Resources staff and other key stakeholders to develop and implement space planning strategies. Supports & facilitates the effective functioning of the CAMIIT research labs and the CIAP research hatchery and is accountable for the CIAP and CAMIIT facilities and infrastructure, ensuring adequate space and physical resources for identified strategic objectives.

4. Other duties as assigned (5%)

TOTAL:

100%

1. COMPLEXITY - JUDGEMENT (DECISION MAKING)

Complexity refers to the **variety** and relative **difficulty** of **comprehending** and **critically analyzing** the material, information, situations and/or processes upon which decisions are based.

Judgement refers to the **process** of identifying and reviewing the available options involved in decision making and then choosing the most appropriate option. Judgement involves the application of the knowledge and experience expected of an individual performing the position.

Provide up to **three examples** of the most important and difficult decisions that an incumbent is typically required to make.

1. **Objectively assesses and analyses staffing, space and equipment needs to ensure that all research projects and initiatives are supported for the short term and long term directions of the CIAP and CAMIIT research centres.** This qualitative and quantitative analysis of data culminates in the development of appropriate strategies and action plans ranging from minor to major staffing and/or service modifications. This requires excellent stakeholder relations, and human resource management skills to meet multiple deadlines within the research framework. Due to ebbs and flows of research funding combined with the staggered stop and start of multiple research projects, decisions on how to staff research projects while staying within the confines of collective agreements is challenging.
2. **Addresses performance issues in a timely and effective manner by providing formative feedback and developmental opportunities for a broad spectrum of unique skill-sets.** This position is responsible for the management of research scientists, technologists, technicians, research engineers, student workers and co-op students. They must coach, motivate and empower staff to be innovative while ensuring that there is consistency and quality in all operations. At times, the incumbent will need to meet with various staff members to resolve issues which may arise from a union grievance. Knowledge of the college policies, procedures and collective agreements will assist in making judgement calls on various aspects of managing human resources at the research centres.
3. **Determine appropriate actions needed to ensure successful fulfilment of contracted service delivery (ie. on time, on budget, on specifications) for multiple applied research projects.** This is complex in that there are as many as 30 projects in progress at any one time, many with changing priorities and requirements. The incumbent is responsible for managing the allocation and performance of project personnel (faculty and support staff), equipment and other resources, industry/client relations government relations and institutional relations to ensure successful project outcomes. This also involves determining appropriate solutions for managing lab resources during convergence of project deadlines.
4. **Assumes responsibility for managing a high level of risk in relation to health and safety for employees and student workers.** For example, hazardous materials are handled in the lab and off-site research activities can involve situations where there is considerable threat of injury if due diligence with respect to safety is not followed (e.g. working on open bodies of water, working in confined spaces, etc.). This position is responsible for ensuring that all project staff are trained in health and safety, to assess risk and to ensure that the appropriate mitigation strategies are put in place.

2. EDUCATION (to be completed by the College)

Education refers to the **minimum level** of formal education and/or the type of training or its

equivalent that is required of an incumbent at the **point of hire** for the position. This may or may not match an incumbent's actual education or training.

The College is to identify the minimum level of education and/or type of training or its equivalent that is required for the position based upon the College's recruitment standards.

Non-Post Secondary

☐ Partial Secondary School

☐ Secondary School Completion

Post Secondary

☐ 1-Year Certificate

X 4-Year Degree

☐ 2-Year Diploma

☐ Masters Degree

☐ 3-Year Diploma/Degree

☐ Post Graduate Degree

☐ Professional Designation

Specify _____

☐ Other

Specify: _____

Specify and describe any program speciality, certification or professional designation necessary to fulfil the requirements of the position.

- Business Administration, Environmental Sciences, Engineering or equivalent; Master's preferred
- Project Management Professional (PMP) or similar designation preferred
- Professional Management Certification preferred

Specify and describe any special skills or type of training necessary to fulfil the requirements of the position (e.g., computer software, client service skills, conflict resolution, operating equipment).

3. EXPERIENCE (to be completed by the College)

Experience refers to the amount of **related, progressive** work experience required to obtain the essential techniques, skills and abilities necessary to fulfill the requirements of the job at the **point of hire** into the position. This may or may not match the incumbent's actual amount of experience.

The College is to identify the minimum amount and type of experience appropriate for the position based upon the College's recruitment requirements.

Experience required at the point of hire. Up to and including:

☐ 0 - no experience

☐ 3 years

☐ 1 month

X 5 years

☐ 3 months

☐ 7 years

☐ 6 months

☐ 9 years

☐ 1 year

☐ 12 years

☐ 18 months

☐ 15 years

☐ 2 years

☐ 17 years

Specify and describe any specialized type of work experience necessary to fulfil the requirements of the position.

- Extensive operational management experience, conflict resolution skills and ability to manage in a unionized environment. Demonstrated ability to effectively attract, hire and develop employees.
 - Experience in an academic research environment strongly preferred
 - Excellent project management skills
 - Strong financial management experience including compiling and monitoring complex budgets.
 - Solid budget management experience including asset management skills; experience with research budgets is strongly preferred.
 - Expert software skills especially Office 365 knowledge. Strong Excel skills including management of multiple large documents.
 - Knowledge of PeopleSoft would be considered an asset
 - Superior client service skills
 - Strong mechanical aptitude is an asset
 - Strong team and communication skills
 - Relationship management skills – developing and maintaining productive relationships with internal and external clients, industry and government relations
 - Sound judgement, problem solving and decision-making skills
 - Excellent research, writing and editing skills
 - Understanding of research protocols, experimental design and scientific methods
 - Organizational, time management and multi-tasking skills
 - Flexibility and adaptability and the ability to work in a fast-paced, high-pressure, high-demand environment with constantly changing priorities
 - Requires the ability to comprehend and analyse complex issues and situations, and to make timely and effective decisions.
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4. INITIATIVE - INDEPENDENCE OF ACTION

Initiative - Independence of action refers to the **amount of responsibility** inherent in a position and the **degree of freedom** that an incumbent has to **initiate** or **take action** to complete the requirements of the position. An incumbent is required to foresee activities and decisions to be made, then take the appropriate action(s) to ensure successful outcomes. This factor recognizes the established levels of authority which may restrict the incumbent's ability to initiate or take action, e.g., obtaining direction or approval from a supervisor, reliance on established procedures/methods of operation or professional practices/standards, and/or built-in-controls dictated by computer/ management systems.

Briefly describe up to three typical job duties/types of decisions that the incumbent is required to perform using their initiative without first having to obtain direction or approval from a supervisor.

1. Identification and selection of required human and physical resources, as well as the planning and implementation of appropriate measures to ensure successful fulfilment of contracted service delivery obligations for upwards of 30 concurrent projects. The position has a high degree of independence in making decisions regarding resource allocation, appropriate use of research budgets, and the maintenance of client relations. The position is also responsible for resolving a variety of challenges within the applied research projects. Communications are complex and involve multiple stakeholders. The Manager must balance interests, solve problems and ensure that project deliverables are met in a timely manner while staying within budget. Often there are no guidelines or established practices to refer to.
2. Disciplinary issues with employees. The incumbent supervises a group of fulltime and part-time Research Scientists, support staff as well as student workers who support a wide variety of research projects. Occasionally, the incumbent will be required to manage the performance of staff who are under performing or have discipline issues. Situations such as these will require documentation of issues, meetings with staff and/or union representatives and/or HR. The Vice-President, Applied Research & Innovation must be kept apprised of the situation in order to give guidance and ensure proper handling of the situation.
3. Projects Budgets and Equipment Allocation – The incumbent plans and assesses research needs to support project outcomes, while ensuring the proper management and allocation of equipment, space and resources. This will be done in consultation with the Research Scientists.

Briefly describe up to three typical job duties/types of decisions that the incumbent is required to perform which require the direction or approval from a supervisor.

1. Troubleshooting issues that may have a major impact on College reputation or funding. The incumbent will identify issues while managing CIAP and CAMIIT research projects that have the capacity to significantly impact College operations or reputation. The incumbent will prepare the strategy to deal with the issue and identify risk elements and then present to the Vice-President, Applied Research & Innovation for final approval.
2. Acquisition of major capital equipment above approved spending limits or expenditures exceeding approved budget.
3. Termination or major disciplining of employees.

Give specific examples of guidelines, procedures, manuals (formal or informal), computer systems/programs that are used in performing job duties and in making decisions, e.g., Government regulations, professional or trade standards, College policies or procedures, department or program procedures, computerized/manual programs/systems and any other defined methods or procedures.

- Standards of applied science and technology professional practice
 - CSA Standards (Canadian Standards Association)
 - NSF Standards
 - Canadian Council of Animal Care regulations & guidelines
 - Ontario Occupational Health and Safety Act
 - Fleming College Strategic Plan and its companion plans including the Academic Plan, Procedures, and Practices
 - Fleming College Intellectual Property Protection Agreement and Non-Disclosure Agreement
 - Fleming College Quality Manual, work procedures and other quality assurance documentation
 - Fleming College Graduate Student Placement Protocol
 - Fleming College internal Service Level Agreements
 - Procedures, manuals and guidelines do not readily exist for work related to business development.
 - Government policies and procedures governing water and wastewater treatment processes and facilities.
 - Guidelines from funding organizations – eg. NSERC, CFI, OCI
 - Applied Research Strategic Plan
 - College Faculty and Support Staff Collective Agreements
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5. POTENTIAL IMPACT OF DECISIONS

Potential Impact of Decisions recognizes the **potential consequences** that **errors in judgement** made by an incumbent, despite due care, could have on the College. Usually, the higher the level of accountability inherent in a position, the greater the potential consequences there are on the College from errors in judgement.

Give up to three examples of the typical types of errors in judgement that an incumbent could make in performing the requirements of the position. Do not describe errors which could occur as a result of poor performance, or ones that are rare or extreme. Indicate the probable effects of those errors on the College, e.g., loss of reputation of program/College, waste of resources, financial losses, injury, property damage, effects on staff, students, clients or public.

1. Failure to manage applied research projects effectively could result in project outcomes not being met, financial losses for the College, loss of future opportunities and loss of reputation and could put the long-term viability of the CIAP and CAMIT at risk and result in lay-offs.
2. Inaccurate assessment of legislative implications (e.g., required government approvals) for individual projects could result in inability to fulfil project requirements and client expectations, and would impact Fleming's reputation in the industry.
3. Failure to apply due diligence and ensure employees (including student workers) work on site and in the field environment is consistently in compliance with College health and safety measures as per legislative guidelines could lead to serious injuries and death to employees as well as subsequent legal and financial repercussions for the College. Lack of due diligence in risk assessment could have considerable negative impact on the College from both a financial and reputation perspective.
4. Failure to ensure compliance with the Canadian Council on Animal Care, the Tri-Council Policy Statement on Research Ethics Involving Humans, or any of the many NSERC requirements for institutional eligibility, or any of the requirements in schedules 1 -15 of the Memorandum of Understanding on the Roles and Responsibilities in the Management of Federal Grants and Awards, could result in loss of NSERC eligibility or provincial funding eligibility culminating in exclusion from all major funding sources.

6. CONTACTS AND WORKING RELATIONSHIPS

Contacts and Working Relationships refers to the **types, importance** and **intended outcomes** of the contacts and working relationships required by an incumbent to perform the responsibilities of a position. It also measures the skill level required to be effective in dealing with contacts and being involved in working relationships. This factor does **not** focus on the level of the contact, but on the **nature** of the contact.

Indicate by job title, with whom an incumbent is required to interact to perform the duties and responsibilities of the positions. Describe the nature, purpose and frequency of the interaction, e.g., exchanging information, teaching, conflict resolution, team consultation, counselling.

Contacts	Contacts by Job Title	Nature and Purpose of Contact	Frequency of Contact	
Internal to the College, e.g., students, staff, management, colleagues.	Research Scientists, Research Technologists, hatchery staff, faculty, student workers	Oversee applied research projects and technical support roles; provide direction and guidance regarding applied research projects	Occasional	Frequent X

Contacts	Contacts by Job Title	Nature and Purpose of Contact	Frequency of Contact	
	Research Scientists, Research Technologists, hatchery staff, faculty, student workers	Coach, advise, counsel, supervise		X
	VP, Applied Research & Innovation	Provide project updates; project consultation, obtain advice, strategic discussions		X
	Manager, Office of Applied Research & Innovation	Collaborate on budget development, implementation and ongoing management; collaborate on funding proposals		X
	Service Departments (e.g. Finance, PRD, Human Resources)	Obtain advice		X
External to the College, e.g., business and industry representatives, suppliers, advisory committee members, staff at other colleges, government officials, and general public.	Industry representatives/ Clients	Build awareness of CIAP and CAMIIT's capacity for research activities Negotiate details of research contracts Develop project plans Provide regular status updates/reports Problem solving		X
	Regulatory agencies, consulting engineering firms, industry and researchers	Exchange information	X	
	Colleagues/researchers at other colleges, universities	Research project coordination; exchange information	X	
	External contractors	Assign and monitor work	X	

Contacts	Contacts by Job Title	Nature and Purpose of Contact	Frequency of Contact	
Occasional Frequent	(O) (F)	Contacts are made once in a while over a period of time. Contacts are made repeatedly and often over a period of time.		

7a. CHARACTER OF SUPERVISION/FUNCTIONAL GUIDANCE

Character of Supervision identifies the **degree and type** of supervisory responsibility in a position or the nature of functional/program supervision, technical direction or advice involved in staff relationships.

(/) Check the applicable box(es) to describe the type of supervisory responsibility required by an incumbent in the position:

☐ Not responsible for supervising or providing guidance to anyone.

X Provides technical and/or functional guidance to staff and/or students.

☐ Instructs students and supervises various learning environments.

☐ Assigns and checks work of others doing similar work.

☐ Supervises a work group. Assigns work to be done, methods to be used, and is responsible for the work performed by the group.

X Manages the staff and operations of a program area/department.*

☐ Manages the staff and operations of a division/major department.*

☐ Manages the staff and operations of several divisions/major departments.*

☐ Acts as a consultant to College management.

☐ Other e.g., counselling, coaching. Please specify:

*

Includes management responsibilities for hiring, assignment of duties and work to be performed, performance management, and recommending the termination of staff.

Specify staff (by title) or groups who are supervised/given functional guidance by an incumbent.

Manages the following staff with some fluctuations in part-time staff depending on the nature of funding:

Research Scientist, CIAP (1 FT Faculty)

Research Scientist, CAMIIT (1 FT Faculty)

Research Technologist, CIAP (1 FT Support)

Research Technologist, CAMIIT (1 FT Support)

Research Scientists, CAMIIT (5 PL faculty)

Research Assistants (5 TPT)

Student workers (15 PT)

7b. SPAN OF CONTROL

Span of Control is complementary to **Character of Supervision/Functional Guidance**. Span of Control refers to the **total number of staff** for which the position has supervisory responsibility, (i.e., subordinates, plus all staff reporting to these subordinates).

Enter the total number of full time and full time equivalent staff reporting through to the position. Also identify the number of staff for whom the position has indirect responsibility (contract for service), if applicable.

Type of Staff	Number of Staff
Full-Time Staff	4
Non Full Time Staff (FTE) *	7.8 FTE (project staff)
Contract for Service **	
Total:	11.8

*** Full Time Equivalency (FTE) conversions for non full time staff are as follows:**

Academic Staff

Identify the total average annual teaching hours taught by all non full time teachers (part-time, partial load and sessional) for which the position is accountable and divide by 648 hours for post secondary teachers and 760 hours for non-post secondary teachers.

Support Staff

Identify the total average annual hours worked by part-time support staff for which the position is accountable and divide by 1820 hours.

Administrative Staff

Identify the total average annual hours worked by non full time administrative staff for which the position is accountable and divide by 1820 hours.

**** Contract for Services**

When considering contracts for services, review the nature of the contractual arrangements to determine the degree of supervisory@ responsibility the position has for contract employees. This could range from no credit for supervising staff when the contracting company takes full responsibility for all staffing issues to prorated credit for supervising staff@ when the position is required to handle the initial step(s) when contract staffing issues arise.

8. PHYSICAL AND SENSORY DEMANDS

Physical/Sensory Demands considers the **degree** and **severity** of exertion associated with the position. The factor considers the intensity and severity of the physical effort rather than the strength or energy needed to perform the task. It also considers the sensory attention required by the job as well as the frequency of that effort and the length of time spent on tasks that cause sensory fatigue.

Identify the types of physical and/or sensory demands that are required by an incumbent. Indicate the frequency of the physical demands as well as the frequency and duration of the sensory demands. Use the frequency and duration definitions following the tables to assist with the descriptions.

PHYSICAL DEMANDS

Describe the types of activities and provide examples that demonstrate the physical effort that is required in the position on a regular basis, i.e., sitting, standing, walking, climbing, lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period of time.

Types of Activities that Demonstrate Physical Effort Required	Frequency (note definitions below)				
	Occasional	Moderate	Considerable	Extended	Continuous
Travel between campuses.			X		
Travel during inclement weather and to remote locations (remote research	X				
Prolonged sitting in meetings where large amounts of information is provided and synthesized in order to make tactical decisions (eg. project			X		
Lifting (up to 40 lbs)	X				
Regional Travel	X				

Types of Activities that Demonstrate Physical Effort Required	Frequency (note definitions below)				
	Occasional	Moderate	Considerable	Extended	Continuous
Provincial, National, International Travel	X				

SENSORY DEMANDS

Describe the types of activities and provide examples that demonstrate the sensory effort that is required in the position on a concentrated basis, i.e., reading information/data without interruption, inputting data, report writing, operating a computer or calculator, fine electrical or mechanical

Types of Activities that Demonstrate Sensory Effort Required	Frequency (note definitions below)					Duration
	Occasional	Moderate	Considerable	Extended	Continuous	Short Intermediate or Long
Reading voluminous information/data/reports/proposals with very little time to synthesize, preparing project plans		X				I
Report writing– Fatigue from multiple projects with multiple deadlines requiring a range of writing and editing capabilities (i.e. funding proposals, statistical reports, project plans, PDFs etc.)				X		L
Counselling/mediating employees – considerable tact, diplomacy and self-control is needed to deal with a range of interpersonal and team dynamic issues.		X				I

FREQUENCY:

Occasional:	Occurs once in a while, sporadically.
Moderate:	Occurs on a regular, ongoing basis for up to a quarter of the work period.
Considerable:	Occurs on a regular, ongoing basis for up to a half of the work period.
Extended:	Occurs on a regular, ongoing basis for up to three-

Occasional:	Occurs once in a while, sporadically.
	quarters of the work period.
Continuous:	Occurs on a regular, ongoing basis throughout the entire work period except for regulated breaks.

DURATION:

Short:	Up to one hour at a time without the opportunity to change to another task or take a break.
Intermediate:	More than one hour and up to two hours at a time without the opportunity to change to another task or take a break.
Long:	More than two hours at a time without the opportunity to change to another task or take a break.

9. WORKING CONDITIONS

Working Conditions considers the frequency and type of exposure to undesirable, disagreeable environmental conditions or hazards, under which the work is performed.

Describe any unpleasant environmental conditions and work hazards that the incumbent is exposed to during the performance of the job.

Environment

Describe the types of activities and provide examples that demonstrate exposure to unpleasant environmental conditions in the day-to-day activities that are required in the job on a regular basis, e.g., exposure to dirt, chemical substances, grease, extreme temperatures, odours, noise, travel, verbal abuse, body fluid, etc. Indicate the activity as well as the frequency of exposure to undesirable working conditions.

Types of Activities That Involve Job Related Unpleasant Environmental Conditions	Frequency (note definitions below)		
	Occasional	Frequent	Continuous
High stress environment with changing priorities based on heavy workload and high client expectations		x	
Requirement to work outside of normal working hours (e.g. some evenings and weekends)	x		
Normal office working conditions		x	

Types of Activities That Involve Job Related Unpleasant Environmental Conditions	Frequency (note definitions below)		
	Occasional	Frequent	Continuous
Fieldwork/demonstration projects	x		

Hazards

Describe the types of activities and provide examples that demonstrate the hazards in the day-to-day activities that are required in the job on a regular basis, e.g. chemical substance, electrical shocks, acids, noise, exposure to infectious disease, violence, body fluids, etc. Indicate the activity as well as the frequency of exposure to hazards.

Types of Activities That Involve Job Related Hazards	Frequency (note definitions below)		
	Occasional	Frequent	Continuous
Hazardous substances including fish waste, corrosive and other hazardous chemicals and substances including metals, toxins, etc.	x		
Noise	x		
Pathogens	x		

Frequency:

Occasional	Occurs once in a while, sporadically.
Frequent	Occurs regularly throughout the work period.
Continuous	Occurs regularly, on an ongoing basis, throughout most of the work period.

Additional Notes Pertaining to this Position: