
POSITION DESCRIPTION FORM (PDF)

Part-time Support Staff

Instructions for Completing the PDF:

- This 'smart' form template is to be completed & submitted electronically to the HR Consultant.
- Complete each section as accurately and *succinctly* as you can in the space provided. If you have questions, contact your respective HR Consultant for assistance.

Depending on the duration of the work assignment, you will be required to complete the Cover Page and Part 1 only **or** Parts 1 & 2 **or** Parts 1, 2 and 3.

CPT/TPT Tier I - Cover Page and Part 1 only

- Casual/temporary part-time support staff work that is temporary/transitory only and will not exceed a duration of one academic semester (4 months).

CPT/TPT Tier II - Cover Page and Parts 1 & 2 only

- Casual/temporary part-time support staff work that is term certain but that will be for a duration of more than one academic semester up to two academic semesters (more than 4 months up to 9 months).

RPT only - Cover Page and Parts 1, 2 & 3

- Regular part-time (RPT) support staff work that is required as part of ongoing operational needs and is considered to be long-term/permanent in nature.

POSITION DESCRIPTION FORM (PDF)

Choose an item. **Part-time Support Staff**

Position Title: Bio Commons Lab Technologist

Position Number: [Click here to enter text.](#) **Pay Band:** 10

Reports To: Marc Patenaude, Research & School Operations Manager

Appointment Type: Other-details at right. **“Other” Hours Details:** 8 Months

Scheduled Weekly Hours (maximum 24 hours per week): 24

PDF Completed By (Manager Name): Marc Patenaude

Effective Date: June 19, 2023 **Last Revision:** [Click here to enter text.](#)

SIGNATURES

Incumbent: _____ **Date:** _____

(indicates incumbent has read and understood the Position Description Form details)

Supervisor: _____ **Date:** _____

(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)

NOTE: Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

PART ONE:

POSITION SUMMARY

The incumbent oversees the day-to-day operations of the Biodiversity Commons (BC) at the Frost Campus, interacting with students, faculty, staff and administration. The incumbent must work closely with faculty who are designing and delivering courses to ensure familiarity with the curriculum and field/lab exercises that complement and seek to affirm learning outcomes and competencies. The incumbent coordinates all activity in the (BC) in the new wing at the Frost Campus.

Ensures that safety procedures are followed for the protection of students, faculty and staff.

KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	<p>1. Academic Delivery:</p> <ul style="list-style-type: none"> Working closely with (faculty and technologists) through collaboration and consultation, seeks to design and implement academic exercises and support to ensure students achieve learning outcomes and competencies. This may include the design and delivery of lab or field exercises that demonstrate previously introduced theories or concepts. Provides technical expertise and/or advice to academic staff and students as required. Designs and maintains fact, tip, procedures and health and safety sheets for student use in lab or other learning activities. Works closely with the team of technologists to coordinate bio-commons activities to curriculum. 	20%
2	<p>2. Student Contact:</p> <ul style="list-style-type: none"> There is on-going and regular direct contact with students which may include overseeing of lab exercises. Coaches and provides feedback to students to guide their learning; assisting in evaluation exercises designed by faculty. Demonstrates appropriate use of equipment and supplies. Lead Tech for Guided Learning Hours for courses in 	25%

	Summary Details	Percentage %
	<p>Common First (Ecology and Environment) and Common Second (Trees and Shrubs) Semesters.</p> <ul style="list-style-type: none"> • Invigilate students writing tests in the (BC) and collects completed assignments from the (BC) following Guided Learning Hours. 	
3	<p>3. Operations/Tracking:</p> <ul style="list-style-type: none"> • trains student assistants. • Schedules student assistants to ensure maximum coverage with a balance of part time and full time staff • Responsible for all payroll related procedures for student assistants. • Handles student complaints regarding operations of the (BC), directing students to the appropriate people as necessary. • Assists students and faculty with technical problems related to assignments and projects. • Implements appropriate use guidelines associated with learning through the (BC). • Conducts preventative maintenance on equipment, plans for renewal of equipment and identifies gaps in equipment and specimens and maintains a current inventory of same • Works with the technologists and faculty at the Frost Campus to plan and implement activities in the (BC). Is a key member of the Tech Team. • Responsible for booking buses for field trips for common first semester. • Purchase equipment and study aids for Common First/Second Semester. 	20%
4	<p>4. Physical Environment:</p> <ul style="list-style-type: none"> • Ensures learning facilities are maintained to appropriate standards with attention to health and safety, security, cleanliness and organization. • Purchases and provides necessary equipment and supplies to support learning activities. • Performs regular maintenance on equipment to ensure it is in safe, workable condition. <p>Technical Troubleshooting – trouble shoots basic technical problems with software, computers, printers, biocommons equipment.</p>	20%
5	<p>5. Guided Learning Hours:</p> <p>Assisting faculty in the development of assessment tools; supervising and invigilating testing; collecting assignments; administering the assessment of</p>	10%

	Summary Details	Percentage %
	<p>student work; reinforcing previously introduced material through demonstration etc and tutoring and assisting students with project work.</p> <p>Responsible for organizing Technologist coverage for GLH's for Common First Semester Ecology and Environment course and preparing spreadsheet schedule.</p> <p>Responsible for covering some Trees and Shrubs GLH's for Common Second Semester.</p> <p>Lead Tech responsible for Student Health and Safety on designated Trees and Shrubs Field Trips.</p>	
6	Other Duties As Assigned <i>(do not amend this section)</i>	5%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:

An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

PART TWO:

TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

Formal Education Requirements:

Completion of a three (3) year college diploma or, three (3) university degree.

Field(s) of Study:

Natural Resources and/or Environmental Science.

Other Vocational Certifications and/or Apprenticeships:

CPR, First Aid, WHMIS Certification.

EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

Practical Work Experience:

More than three years up to five years.

Additional Skills & Abilities:

Work experience in a natural resource field and in an educational environment, providing tutorial/instructional assistance to students. Experience working independently, organizing own work and coordinating a diverse range of activities, using a variety of learning mediums. Experience working in a multi-dimensional team environment. Experience working with a variety of equipment including computers, using a variety of software applications including word-processing software, and spreadsheet applications.

PART THREE:

COMPLEXITY

Describe the amount and **nature of analysis, problem-solving** and **reasoning** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity When working in (BC), incumbent is responsible for trouble-shooting equipment with students, faculty, staff and administrators. This requires investigating the problem.
Description Trying to identify a solution based on previous models and experience, generating new and creative approaches as necessary - Past practices, internet research, manufacturer's manual.

Example #2

Task / Activity Working closely with students in Guided Learning Hours the incumbent is responsible for helping to ensure student safety at all times.
Description In the lab, certain exercises require the use of chemical reagents and glassware, and so the incumbent has the responsibility of ensuring that the proper safety equipment (eye protection, gloves, ventilation, eyewash stations) is available for use and demonstrates to students how to carry out lab activities in a safe manner. Also responsible for student safety on Field Trips (T&S).

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Is the work considered to be routine/non-routine?

Routine

How would you describe the complexity of the work?

Some duties are varied and complex.

Describe the business processes used by the position.
Processes are specialized.

JUDGMENT

Describe the degree of independent judgment and problem-solving required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity When working during the week, is the point of contact for safety and security in the (BC). The incumbent must deal with issues as they arise and determine appropriate action (e.g. incidents of theft or vandalism) including when to contact a member of the Frost leadership team.
Description The incumbent must deal with issues as they arise and determine appropriate action (e.g. incidents of theft or vandalism) including when to contact a member of the Frost leadership team.

Example #2

Task / Activity Have to come up with processes for equipment use when there are a number of students needing to use the same equipment over short period of time.
Description Identify and implement usage protocols to ensure adequate equipment for student usage in the (BC). (eg. Limitation to equipment sign-out).

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

The work duties typically require:

Breakdown facts or components of the problem situation to find a solution.

In determining a solution for problems, the incumbent has discretion to:

Modify/refine existing methods and options.

MOTOR SKILLS

Describe the aspects of the position that require fine motor movements (delicate, intricate or precise) related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Refilling of chemicals and chemical reagents.
Description Maintaining stock of supplies on hand

Example #2

Task / Activity Maintaining fine specimens and lab samples, twigs/leave.
Description Identification of specimens always requires attention to detail and accuracy.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

When considering 'speed' of fine motor movements for this position:

Speed is not a consideration.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Refilling of chemicals and chemical reagents.	2
Maintaining fine specimens and lab samples, twigs/leave.	2

PHYSICAL DEMAND

Describe the degree of **physical demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the type and duration of physical effort, the frequency, the strain from rapid and repetitive fine muscle movements or the use of larger muscle groups, lack of flexibility of movement, etc.

Example #1

Task / Activity Setting up labs in the Bio Commons
Description Sometimes requires moving supplies weighing 5-10lbs

Example #2

Task / Activity Stagging of supplies for outdoor lab use outside of Bio Commons
Description Moving of survey or other specialized equipment weighing up to 20 lbs

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Setting up labs in the Bio Commons	5
Stagging of supplies for outdoor lab use outside of Bio Commons	5

How would you describe the frequency of the physical demands of this position?
Occasional (part of the day)

How would you describe the nature of the physical demands of this position?
Moderate

How would you describe the physical strain on this position?
Comfortable body positions with flexibility of movement.

SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Identification of specimens always requires attention to detail and accuracy
Description Constant traffic flow in the lab requires individual to focus on task at hand while also attending to individuals in the environment.

Example #2

Task / Activity Ensuring students are following all Health and Safety considerations.
Description Overseeing large groups of students at one time.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the requirement for attention to detail in this position?

Periodic (up to 30%)

How would you describe the requirement for sensory demand in this position?

Moderate

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Identification of specimens always requires attention to detail and accuracy	15
Ensuring students are following all Health and Safety considerations.	20

STRAIN FROM WORK PRESSURES / DEMANDS / DEADLINES

Describe the degree of **work pressures** involved in performing the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the deadlines, interruptions, distractions, multiple or conflicting demands/workloads and dealing with people in difficult situations. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Field Trips for Trees and Shrubs. Can be extremely cold in the winter and extremely hot in the summer.
Description Winter semester priority requires one to support at a high level while dealing with changeable weather

Example #2

Task / Activity The Biocommons becomes very crowded regularly throughout the school year. More than one class happening at the same time plus students making use of the common area.
Description Ability to prioritize in a large group setting

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the workflow demands this position typically faces?
 Deadlines may periodically change.

How would you describe the existence of critical deadlines in this role?
 Frequent critical deadlines.

How would you describe the level of interruptions this position faces?
 Interruptions are frequent and may be unpredictable.

Indicate the predictability of the strain and percentage of time required in each task discussed above.

Task	% of Time	Predictability*
Field Trips for Trees and Shrubs. Can be extremely cold in the winter and extremely hot in the summer.	20	UP (Usually Predictable)

Task	% of Time	Predictability*
The Biocommons becomes very crowded regularly throughout the school year. More than one class happening at the same time plus students making use of the common area.	20	NP (Not Predictable)

INDEPENDENT ACTION

Describe the degree of **independent action** and **autonomy** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Develops operational procedures of the Bio-diversity commons environment.
Description Consults with academic team leader, immediate supervisor for the broad framework and regularly with faculty delivering courses through these facilities, with technical staff in the ITS, with technologists supporting delivery of courses at Frost, and with students.

Example #2

Task / Activity Organizes, determines short and long term program equipment and supply requirements and budgetary constraints.
Description Creates questioning techniques and thought provoking statements for the student to consider. The incumbent must determine which issues need to be referred to the Frost leadership team and/or the CLT management.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

What type of instruction is typically given to the incumbent?

Uses procedures and past practices but may adapt them, as required.

What degree of supervision is typically provided to the incumbent?

Periodic supervision; occasional supervisory input.

How is the work typically checked and verified?
Output is reviewed by exception only.

How frequently is the work checked?
Reviewed upon project completion only.

Describe duties which are the incumbent’s responsibility where independent action requires initiative and/or creativity and indicate how often the duties occur. Identify the typical situations or problems that are normally referred to the Manager for solution.

Participates in labs outside of Bio Commons, for example Common First Semester in Fall and Winter semesters. Conflicts can arise in overall scheduling, need to be in two places at once. Individual has freedom to work with Faculty and fellow techs to collaborate on coverage week to week but if this is a longer term issue, or persisting issue then manager is involved to coordinate and work through options with the team.

COMMUNICATIONS / CONTACTS

Describe the nature of contact and purpose involved in communicating information (i.e. to provide advice, explanation, to negotiate, or influence others to reach agreement, etc.), and the confidentiality of the information provided. Answer the questions listed below in the Key Considerations section.

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
Faculty	Planning/Coordinating	Daily
Technologists	Planning/Coordinating	Daily
Students	Setup/Access	Daily
Manager	Issues/Planning	Weekly
		Choose an item.
		Choose an item.

Key Considerations:

With respect to the examples above and the regular duties associated with this position’s core functions, please answer the following questions:

Communications in this position are typically engaged for the purpose of:
Providing detailed explanations, clarification and interpretation, empathize with the needs of others.

What type of involvement does this position have with confidential information?
Occasionally involvement with minor disclosure implications.

RESPONSIBILITY FOR DECISIONS AND ACTIONS

Describe the type of **responsibility** that exists for the **decisions** and **actions** related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Scheduling conflict requires a change in plan or schedule
Description Individual needs to cover more than one lab priority at the same time, is free to work collaboratively with other staff (faculty/techs) in the moment to satisfy the desired outcome. If issue can't be resolved or issue is persistent or ongoing then manager is involved.

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How errors are typically detected for work completed by this position?

Errors detected after-the-fact.

What is the typical scope of impact to the organization for errors in this position?

Results in some workflow disruption, duplication and/or wasted resources.

WORK ENVIRONMENT

Describe the physical environment that the incumbent works in. Consideration should be given to:

- The probability or likelihood of exposure to disagreeable/hazardous elements.
- The nature of the disagreeable/hazardous element
- Length of exposure while on the job
- Travel

Complete the chart below. Answer the questions in the Key Considerations section.

Environment	% of Time
Professional office environment Choose an item.	60
Outdoor work; seasonal conditions Choose an item.	40
Other (please specify)	
Other (please specify)	

Key Considerations:

With respect to the nature of disagreeable/hazardous elements this position is in contact with, would you describe them as:

Slightly disagreeable

With regard to the disagreeable/hazardous elements referenced above, how often does the position encounter them?

Occasional

If this position is required to engage in business related travel, what is the frequency of the travel?

Choose an item.

SUPPLEMENTAL DATA

Provide any additional information which will serve to further enhance understanding of the position.

[Click here to enter text.](#)