
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)

Regular Part-time Support Staff

Position Title: Conservation Law 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:**

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

PDF Completed By (Manager Name): Marc Patenaude

Effective Date: Feb 29, 2024 **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

Position is responsible for preparation of field exercises, field camps, equipment and labs relevant to all aspects of the Conservation and Environmental Law, and related School of Environmental & Natural Resource Science courses. Demonstrates lab and field techniques to program students and faculty. Plans, organizes and maintains lab facilities in a safe and efficient manner. Ensures that safety procedures are followed for the protection of students and faculty.

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	Provides support to the students and faculty as required in lab and field work for the technical portions of the CELE program. Provides technical support and expertise to professors and students in the areas of lab preparation and field activities, and any related courses.	50%
2	Demonstrates and maintains equipment in safe operating conditions used by the CELE Program, including mechanical and electronic equipment. Effects repairs on the above equipment or sends for repair as necessary.	20%
3	Oversees set-up and operation of review labs, including training of student helpers. Maintains hazards material inventory and storage	10%
4	Organizes logistics of Field Camp preparation, planning and scheduling activities, including administrative preparation, transportation, volunteer solicitation, and equipment needs.	10%
5	Prepares and initiates purchase of supplies, rental and repairs for the CELE Program.	10%
6	Other related duties as assigned including administrative duties and student assistance	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:

Conservation and Environmental Law enforcement or related

Other Vocational Certifications and/or Apprenticeships:

Firearms Safety, Standard First Aid, Boating Certification, Hunting License, PPCT certification or equivalent, computer administrative experience, valid Class G license, Criminal Record Check (clean).

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 one year up to three years.

Additional Skills & Abilities:

[Click here to enter text.](#)

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 Instrumentation not operating in field survey. Determines problem and take necessary action
Description Investigate how equipment was being used and under what environmental conditions. Determine if it was mishandled.

Example #2

Task / Activity Incumbent will tailor new equipment to educational use. Design field procedures and exercises from an educational standpoint to maximize curriculum delivery and learning outcomes.
Description If multiple users then incumbent will reproduce manuals, arrange information sessions with students/ faculty, ensure instruments are in safe operating area.

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 Student experiencing difficulty in completing practical assignment/lab
Description Tech will offer advice or solution to the issue while informing or involving instructors as required and/or provide equipment or learning resources to assist the student.

Example #2

Task / Activity Student is in conflict with other student or faculty.
Description If incumbent identifies a simple resolution, will advise student of recommended course of action. If situation is sensitive or complex, will notify appropriate authority (e.g. faculty, supervisor, counsellors).

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 supplies or consumables
Description Maintaining stock of supplies on hand

Example #2

Task / Activity Maintaining lab equipment
Description Identification of repairs on small equipment and completing repairs required

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 a secondary consideration.

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

Task	% of Time
Refilling supplies or consumables	5
Maintaining lab equipment	15

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
Description Sometimes requires moving supplies weigh over 40lbs

Example #2

Task / Activity Conflict management and physical fitness based labs
Description Required to demonstrate physical fitness exercises and support students

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

Task	% of Time
Conflict management and physical fitness based labs	5
Setting up labs	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 Recording of field data during field trips/camps must be precise.
Description Often difficult to record data during unfavourable conditions i.e. when hand dexterity is minimized due to cold.

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
Recording of field data during field trips/camps must be precise.	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 Provide technical support and expertise during classes and field exercises.
Description Collaboration with faculty. Direct contact with the individual or group. Demonstrate skill or procedure. Recommend enhancement and improvements.

Example #2

Task / Activity Purchase, prepare, maintain and repair equipment and supplies. Research and choose appropriate materials and suppliers/resources to meet needs after consulting with faculty to determine needs.
Description On a regular basis, incumbent will tailor equipment to educational use. Design field procedures and exercises from an educational standpoint to maximize curriculum delivery and learning outcomes. Liaise with faculty to determine how instruments will be used. i.e. number of students, how often, under what conditions i.e. inside/outside.

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*
Provide technical support and expertise during classes and field exercises.	20	UP (Usually Predictable)
Purchase, prepare, maintain and repair equipment and supplies. Research and choose appropriate materials and suppliers/resources to meet needs after consulting with faculty to determine needs.	20	UP (Usually 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
Description Consults with academic team leader, immediate supervisor for the broad framework and regularly with faculty delivering courses through these facilities, with technical staff, 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.

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.

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:

Moderately 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?

Infrequent (less than 10% of their time in transit)

SUPPLEMENTAL DATA

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

[Click here to enter text.](#)