



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.

1. POSITION IDENTIFICATION

Position Title: Director, CAWT
Position Number: A00116
Pay Band: 12
Incumbent:
Location/Campus: Frost
Division/Department: Applied Research & Innovation
Immediate Supervisor (title): Executive Director, Applied Research & Innovation
Date of JFS: February 06, 2025
Last Evaluated: February 26, 2025

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: _____

2. POSITION SUMMARY

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

The Director, CAWT provides strategic leadership for the Centre, overseeing research activities, partner engagement, business development, and operational management. The role ensures alignment with institutional strategic plans and focuses on sustainability and growth.

The key responsibilities of the role include strategic leadership and planning by developing short- and long-term strategies aligned with the Applied Research Strategic Plan and CAWTs Strategic Business Plan. The Director ensures that research activities align with partner objectives, funding eligibility requirements, and scientific rigor. This includes overseeing the planning, execution, and evaluation of field and laboratory research projects, guiding research teams to maintain scientific integrity, and supporting the development of decision-support tools, technical reports, and research publications.

The incumbent is responsible for pursuing strategic funding opportunities through partnerships with industry and academia and establishing and maintaining strategic partnerships with industry as well as representing CAWT at external events to promote research initiatives and foster new opportunities.

This position will supervise project staff, researchers, and ensure compliance with health and safety policies, licenses and certifications, while implementing necessary training. As well, the incumbent will manage operating, capital, and project budgets to ensure the long-term sustainability of the research centre.

3. KEY DUTIES

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

% of Time

Research Leadership

35%

- Provide input and guidance to researchers and other technical and professional staff on experimental design, methods of data collection and analysis, development of new laboratory methods, and engineering approaches where required, ensuring alignment with partner objectives, funding eligibility and scientific rigor in research studies.
- Identify research opportunities and determine the necessary methods and resources to pursue them.
- Develop and implement plans to improve and expand commercial laboratory testing services and performance measurement, verification and certification services.
- Accountable for ensuring the attainment and retention of ISO 17025 accreditation, Biosafety Level 2 licensing, CALA PT trials, and any held ECA LOFs
- Oversee and support the execution of field-based and laboratory research projects, ensuring quality, compliance, and practical application.
- Support and facilitate the effective functioning of the CAWT Technology Access Centre (TAC) by enhancing research capabilities and industry engagement.
- Co-author research publications and results of work in scientific journals, newsletters, annual reports, technical reports, and other publications
- Present at workshops, field and laboratory tours, seminars and other forums.

Business Development & Partner Relations

35%

- The incumbent helps to ensure the availability of adequate financial resources to support

the on-going research agenda and operational requirements of CAWT through a continued pursuit of relevant research funding, fee-for service business opportunities (including RFPs), corporate sponsorships, and donations

- Coordinates the formulation of effective research projects by developing research proposals, consulting with Fleming faculty and staff and submitting grant applications in coordination with OARI;
- Builds and maintains relationships with individuals, industry, community partners and other post-secondary institutions to identify potential strategic research proposals and partnerships.
- Initiates collaborative projects with other post-secondary institutions in Ontario, Canada and abroad.
- Establishes and maintains effective networks, alliances and joint ventures with other organizations that share similar goals, including research and innovation agencies, universities and colleges, governments, and professional organizations.

Management & Strategic Guidance

25%

- Defines and implements the centre's vision and strategic direction to support growth and sustainability
- Ensures the centre's activities contribute to advancing the college's priorities such as industry collaboration, student success and research excellence
- Establishes and maintains key partnerships with industry, government and academic stakeholders to enhance the centre's profile and expand funding opportunities
- Oversees the development of strategic initiatives and policies to support the centre's research priorities and operational effectiveness
- Provides scientific leadership, direction, and mentorship to the team of researchers, staff and, fostering a culture of collaboration, excellence and compliance with college and funding guidelines.
- Monitors the centre's performance, identifying risks, and implementing corrective actions to meet goals and objectives
- Leads efforts to provide opportunities for and faculty to carry out applied research projects in the research area and ensures compliance with funder expectations and requirements (e.g. NSERC, CFI, Fed Dev, OCI, etc.).
- Provides strong internal controls and oversight as it relates to equity, diversity and inclusion principals in research practice and dissemination.
- Acts as Principal Investigator on strategic grants as assigned by Executive Vice-President, Applied Research
- The incumbent will oversee operating, capital, and project budgets, ensuring effective allocation of resources to support the research centre's sustainability and long-term strategic goals.
- Accountable for the CAWT facilities and infrastructure, ensuring adequate space and physical resources for identified strategic objectives.
- Hires, motivates, develops, supervises and evaluates CAWT Leaders, Principal Researcher and other staff. This includes assigning work, providing coaching and operational direction, ensuring coordination of effort and resources and conducting performance reviews.
- Working with the Director, Applied Research, project leads, and the Finance and Budget offices, the Director develops and implements operating and capital budgets in accordance with the College budget procedures and timelines.
- This position is accountable for CAWT 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. With support from the OARI he/she also tracks and monitors spending against the project budget, including timesheets, VISAs and expense reports, provides updates to the Director, Applied Research and ensures projects are completed within budget.

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.

- i. Research Leadership: Research and development projects at the CAWT are inherently complex, requiring critical analysis and strategic decision-making. The incumbent must carefully assess client needs, ensuring research objectives align with scientific rigor, funding eligibility, and industry requirements. This involves evaluating research inquiries from industry partners to determine feasibility within the centre's capabilities, regulatory constraints, and available resources. The incumbent must assess whether a request aligns with the CAWT's mandate, identify potential risks, and ensure the project is structured in a cost-effective and achievable manner. The incumbent oversees their formulation of scientific test plans by guiding researchers in selecting appropriate methodologies, ensuring alignment with industry best practices, and maintaining compliance with accreditation and licensing requirements. This requires balancing scientific integrity with practical application, ensuring research parameters are meaningful, reliable, and contribute to actionable outcomes. Additionally, upon project completion, the incumbent reviews test results and data analyses to ensure conclusions are scientifically sound and relevant to client needs. Communicating research outcomes effectively is crucial, as the incumbent must ensure all disseminations translate complex scientific findings into practical, industry-applicable recommendations while maintaining transparency and integrity in reporting results.
- ii. Funding Priorities and Proposals: As this role is responsible for the financial sustainability of the research centre, a key responsibility is developing strategic and compelling proposals for grant funding that aligns with both organizational priorities and grant criteria. Efforts need to be undertaken to determine the overall strategy, gather information and position a successful grant proposal. This requires the incumbent to meet with academic and administrative leaders and seek the appropriate approvals in a timely fashion and then clearly articulate the research objectives in compelling applications. This can be complex as the organization, faculty and other leaders may not be experienced in grant funding guidelines and requirements, have information or time to develop the information required to put forward in applications, and rely on OARI expertise to do so, which is often done under situations where there are limited resources and timeframes to do so.
- iii. Business and Partnership Development: Business development is very complex and requires excellent analysis and judgement. The incumbent must have a good understanding of market opportunities for revenue generating activities for CAWT in order to identify prospective industry and academic partnership opportunities that will lead to successful grant proposals and valuable research outcomes. This is undertaken by conducting research and analysis of potential partner/industry challenges by examining interest, affinity, and capacity to carrying out research. By reviewing the research, the incumbent connects partnership opportunities to the best funding priorities. The incumbent must have a potential funding pipeline of prospective grants and partners based on various criteria and indicators, identify potential ways to connect with them and determine which are the best projects to put forward to them for their consideration and likely acceptance leading to financial support. This is a complex process, and it involves various work systems, processes, and steps as well as College staff and administration, senior industry executives, and union and non-union faculty members.

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

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.

MSc in an environmental or engineering field. MBA an asset. PMP designation an asset. P. Eng license an asset.

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, and operating equipment).

- Strategic and critical thinking
- Business acumen
- Financial acumen
- Self-sufficiency with computers and standard business software
- Project management skills
- Supervisory experience, preferably in a unionized environment
- Proposal/report writing
- Interpersonal skills, excellent written and oral communications
- Public relations and stakeholder engagement
- Excellent negotiation skills
- Research methodologies including quantitative and qualitative analyses and scientific investigative methods

- Excellent analytical skills
- Planning, organizing and budgeting skills
- Excellent networking and partnership development skills
- Compliance and accreditation knowledge
- Leadership in applied research
- Flexibility and adaptability and the ability to work in a fast-paced, high-pressure, high-demand environment with constantly changing priorities
- Strong ability to multi-task

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 fulfil the requirements of the job at the **point of hire** into the position. This may or may not match the incumbents 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:

- | | |
|--|---|
| <input type="checkbox"/> 0 - no experience | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 month | <input type="checkbox"/> 5 years |
| <input type="checkbox"/> 3 months | <input checked="" type="checkbox"/> 7 years |
| <input type="checkbox"/> 6 months | <input type="checkbox"/> 9 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 12 years |
| <input type="checkbox"/> 18 months | <input type="checkbox"/> 15 years |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 17 years |

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

- Work experience in the environmental sector to ensure an understanding of water/wastewater issues and challenges
- Experience leading an accredited laboratory environment
- Experience supervising staff, including managing multidisciplinary teams
- Experience in research and development
- Experience in managing projects
- Experience in applied research
- Grant / Proposal writing
- Budget preparation and monitoring
- Proven experience with business development
- Proven record of successful stakeholder interaction

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.

- Assess partnership opportunities with business or academic partners for prospective research collaboration. Determine which opportunities to pursue based on the strategic priorities of CAWT and how best to pursue them.
- Resolve issues/problems related to research projects. Determine where and how adjustments need to be made to project plans and/or research projects.
- Final approval and sign-off on the technical content of completed projects and findings in CAWT research activities.

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

1. Terminating or major disciplining of employees
2. Changing the strategic direction of CAWT
3. Expenditures exceeding approved operations or capital budgets

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.

- Fleming College Strategic Plan
- Fleming College Business Plan
- Fleming College Intellectual Property Policy
- Fleming College Commercialization Policy
- Fleming College Research Data Management Policy
- Fleming College internal Service Level Agreements
- CFI Policy Guide
- Ontario government/PBS directives, policies and operating procedures
- Guidelines from funding organizations (e.g. NSERC, CFI, Fed Dev, OCI)
- Standards of applied science and technology professional practice
- ISO Professional Standards (International Organization for Standardization)
- CSA Standards (Canadian Standards Association)
- NSF Standards
- CAN/BNQ Standards
- Ontario Health and Safety Act
- Public Health Agency of Canada Level 2 Biosecurity License
- Environmental approvals, including ECA LOFs
- Technical manuals
- Procedures, manuals and guidelines do not readily exist for work related to business

development.

- College Faculty and Support Staff Collective Agreements
- Ontario Building Code, Section 8
- Government policies and procedures governing water and wastewater treatment processes and facilities i.e. municipal bylaws, provincial regulations, etc.

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, affects on staff, students, clients or public.

- **Funding Risk:** Failure to secure research funding could jeopardize revenue targets and the long-term viability of CAWT.
- **Technical Errors:** Mistakes in procedures, analysis, or recommendations may lead to client errors, reputational damage, liability to the College, and potential safety risks or production losses. Errors might only surface post-publication.
- **Compliance Failure:** Non-adherence to funding or ethical guidelines (e.g., NSERC, Tri-Council Policy) could result in loss of eligibility for 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	
			Occasional	Frequent
Internal to the College, e.g., students, staff, management, colleagues.	Executive Vice President, Applied Research	Strategic Direction, exchanging information		X
	Director, Applied Research & Innovation	Problem solving exchanging information, grant viability, advice on procedures, conflict resolution		X
	Research Grants Financial Officer	Budget questions, eligibility questions, exchanging information		X
	Operations Officer, (OARI)	Meeting requests, coordinating and planning events		X
	Researchers & Technologists	Providing direction, exchanging information		X
	Student workers	Providing direction, exchanging information, providing feedback		X
	Fleming Departments	Meeting with Facilities Services and Support (FSS), IT, HR departments for support, services, particularly as required for creation / expansion / alteration of service delivery as needed for applied research activities		X
	Union	Discuss staffing issues; resolve complaints/grievances	X	

	Frost Management Team	Participating on Frost Leaders Management Team.	X	
	SENRS – Dean and Chair	Meetings to align, expand, and integrate applied research activities with educational and training delivery between SENRS and CAWT	x	

External to the College, e.g., business and industry representatives, suppliers, advisory committee members, staff at other colleges, government officials, and general public.	TAC Advisory committees/boards	Consultation relative to progress and future directions of the CAWT.	X	
	Business & Industry Partners	Establishing and maintaining relationships, exchanging information and ideas, promoting services, pursuing strategic partnerships and business development, brainstorming		X
	Researchers at other institutions	Establishing and maintaining relationships, exchanging information and ideas, brainstorming		X
	Government officials and environmental associations	Establishing and maintaining relationships, exchanging information, promoting the research centre	X	
	Funders	Establishing and maintaining relationships, exchanging information, promoting the research centre	X	
	Suppliers	Investigating products and equipment, exchanging ideas		X

Occasional (O) Contacts are made once in a while over a period of time.
Frequent (F) Contacts are made repeatedly and often over a period of time.

7. A) 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.

Required to coordinate, control and provide general supervision for the entire division including the quality and quantity of work, and overall achievements. Responsible for hiring, motivating, promoting, appraisal, discipline and terminating staff.

(/) 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.
- 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.
- 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. Advises management on scientific/technical directions, projects, and research opportunities or outcomes.
- 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:
Research Scientist(s), Lab Coordinator, Research Technologist(s), Laboratory Technologist(s), Laboratory Technician(s), Instrumentation Specialist, Project Coordinator, Research Assistant(s)

Direct Reports: **all of the above**

Indirect Reports: n/a

7. B) 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	9
Non Full Time Staff (FTE) *	1.806
Contract for Service **	
Total:	11

* **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
Prolonged sitting at meetings/workstations				X	
Travel during inclement weather and to remote locations (remote research sites).	X				
Travel - Regional	x				
Travel – Provincial, national, international	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 work, taking minutes of meetings, counselling, tasting, smelling etc.

Types of Activities that Demonstrate Sensory Effort Required	Frequency (note definitions below)					Duration
	Occasional	Moderate	Considerable	Extended	Continuous	Short Intermediate or Long
Listening in meetings			X			L
Analysis/development of complex research, funding and business development proposals				X		L
Reading and analyzing information			X			M
Labour relations/dispute resolution	X					O
Report writing/Data Analysis – Fatigue from multiple projects with multiple deadlines requiring a range of writing capabilities (i.e. funding proposals, statistical reports, project plans, PDFs)				X		L

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-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
Extreme Temperatures (greenhouse, travel to Minden)	X		
High stress environment with changing priorities based on heavy workload and high client expectations		^	
Requirement to work outside of normal working hours (e.g. some weekends, evenings and holidays)	X		
Travel – Regional, national, and international	X		
Field work / demonstration projects (Smell)	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
Exposure to hazardous materials (e.g. arsenic, human and animal waste, corrosive and other hazardous chemicals and substances including metal, toxins. and other contaminants)	X		
Exposure to pathogens	X		
Noise	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.