

Position Description Form (PDF)

College: Sir Sandford Fleming

Incumbent's Name:

Position Title: Research Site Coordinator

Payband: J

Position Code/Number (if applicable): S00770

Location: Frost

Scheduled No. of Hours: 35 per week

Appointment Type: ☒ 12 months ☐ Less than 12 months (please specify # months:)

Supervisor's Name and Title: Director, CAWT

Completed by: Jennifer Andersen

Date: May 05, 2026

Signatures:

Incumbent:

Date:

(Indicates the incumbent has read and understood the PDF)

Supervisor:

Date:

Instructions for Completing the PDF

1. Read the form carefully before completing any of the sections.
2. Answer each section as completely as you can based on the typical activities or requirements of the position and not on exceptional or rare requirements.
3. If you have any questions, refer to the document entitled "A Guide on How to Write Support Staff Position Description Forms" or contact your Human Resources representation for clarification.
4. Ensure the PDF is legible.
5. Responses should be **straightforward and concise using simple factual statements**.

Position Summary

Provide a concise description of the overall purpose of the position.

The Research Site Coordinator is responsible for coordinating the day-to-day operations of the CAWT Minden research site and supporting the execution of applied research projects at the Centre for Advancement of Water and Wastewater Technologies (CAWT). The incumbent will coordinate site activities, including system installations and removals, site access, scheduling, and logistics, ensuring the facility is prepared to support ongoing and upcoming research projects.

Working under the guidance of the CAWT Director and Principal Researchers, the incumbent will support the implementation of research projects by following established test plans, coordinating sampling activities, and assisting with the installation, operation, and decommissioning of research systems and technologies. They will work with internal teams, including Facilities Support Services (FSS) and Health & Safety, as well as external clients, vendors, and contractors, to support site operations and ensure work is carried out safely and in compliance with applicable requirements.

The incumbent will support planning and logistics for new project installations by identifying space, infrastructure, and operational requirements, and coordinating resources to enable successful implementation. They will organize and guide the work of students, technicians, and others working at the site, ensuring safe, accurate, and effective use of facilities, equipment, and instrumentation. The incumbent will also provide training on site operations, procedures, and health and safety requirements, and contribute to the development of training materials under the guidance of the CAWT Director and Principal Researchers.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Describe duties rather than detailed work routines.

	Approximate % of time annually*
1. Site Coordination Coordinate the day-to-day operations of the CAWT Minden research site. Coordinate site scheduling, including staffing coverage, project activities, and site access. Coordinate installation and removal of systems with internal teams and external clients, under the guidance of the CAWT Director. Coordinate site visits for external partners, vendors, contractors, and guests, and provide tours of the facility. Work with external vendors and contractors to coordinate maintenance, servicing, and repair activities. Liaise with Facilities Support Services (FSS) and Health & Safety to support site operations and compliance requirements. Oversee site inventory, supplies, and equipment required to support ongoing operations. Ensure the site is maintained in a state of readiness to support current and upcoming research projects. Coordinate use of the CAWT vehicle for site and project activities, including scheduling routine maintenance, ensuring it is in safe and reliable working condition, and reporting any issues as required. Coordinate maintenance and upkeep of site equipment, including autosamplers and related instrumentation, through routine checks, coordination of servicing or repairs, and reporting of issues.	40%

2. Project Work Participate in partner meetings and project planning sessions to support coordination of project activities. Under the guidance of the CAWT Director and Principal Researchers, coordinate and support the execution of applied research projects both on and off campus. Ensure projects are sampled in accordance with approved test plans and schedules. Assist with the installation, operation, monitoring, and decommissioning of research systems and technologies. Support planning and logistics for new project installations, including identifying space, electrical, plumbing, and infrastructure requirements, and coordinating with internal teams and external contractors as required. Under the guidance of the CAWT Director and Principal Researchers, prepare equipment and material lists, obtain quotes from vendors and suppliers, and support procurement activities as required. Develop and interpret schematics and layouts to support installation planning and implementation of research systems and infrastructure. Organize and coordinate the work of laboratory technicians, students, and others to meet project deliverables. Work with internal teams and external partners to ensure project activities are completed safely, accurately, and within established timelines.	30%
3. Laboratory Analysis Participate in laboratory analysis as required to support applied research projects. Perform analytical testing in accordance with established methods and standard operating procedures within an ISO 17025:2017 accredited laboratory. Support routine laboratory activities, including sample preparation, analysis, and data entry. Assist with CALA proficiency testing (PT) trials and other quality control activities as required. Ensure data is recorded accurately and in accordance with established laboratory procedures. Follow all health and safety and quality assurance requirements.	15%
4. Guidance and Training Train staff, students, and project personnel on research site operations, procedures, and health and safety requirements. Provide day-to-day guidance to laboratory technicians, students, and others working at the Minden research site. Organize and coordinate work activities to support project execution and site operations. Support the development of training materials and modules under the guidance of the CAWT Director and Principal Researchers. Ensure all personnel follow established procedures, protocols, and safety requirements.	10%
Other related duties as assigned	5%

* To help you estimate approximate percentages:

½ hour a day is 7%

½ day a week is 10%

1 week a year is 2%

1 hour a day is 14%

½ day a month is 2%

1 hour a week is 3%

1 day a month is 4%

1. Education

A. Check the box that best describes the **minimum** level of **formal** education that is required for the position and specify the field(s) of study. Do not include on-the-job training in this information.

- | | | |
|--|--|--|
| ☐ Up to High School or equivalent | ☐ 1 year certificate or equivalent | ☐ 2 year diploma or equivalent |
| ☐ Trade certification or equivalent | ☐ 3 year diploma / degree or equivalent | ☒ 4 year degree or 3 year diploma / degree plus professional certification or equivalent |
| ☐ Post graduate degree (e.g. Masters) or 4 years degree plus professional certification or equivalent | | |
| ☐ Doctoral degree or equivalent | | |

Field(s) of Study:

Analytical Chemistry, Organic Chemistry, Biochemistry, Molecular Biology, Microbiology, Toxicology, Environmental or Chemical Engineering, or other similar science-related discipline. Certified Technician (C. Tech) or Certified Engineering Technician (C.E.T.) designation is considered an asset.

B. Check the box that best describes the requirement for specific course(s), certification, qualification, formal training or accreditation in addition to and not part of the education level noted above and in the space provided specify the additional requirement(s). Include only the requirement that would typically be included in the job posting and would be acquired prior to the commencement of the position. Do not include courses that are needed to maintain a professional designation.

☒ No additional requirements

☐ Additional requirements obtained by course(s) of a total of 100 hours or less

- ☐ Additional requirements obtained by course(s) of a total between 101 and 520 hours
- ☐ Additional requirements obtained by course(s) of a total of more than 520 hours

2. Experience

Experience refers to the minimum time required in prior position(s) to understand how to apply the techniques, methods and practices necessary to perform this job. This experience may be less than experience possessed by the incumbent, as it refers only to the minimum level required on the first day of work.

Check the box that best captures the typical number of year of experience, in addition to the necessary education level, required to perform the responsibilities of the position and, in the space provided, describe the type of experience. Include any experience that is part of a certification process, but only if the work experience or on-the-job training occurs after the conclusion of the educational course or program.

☐ Less than one (1) year

☐ Minimum of one (1) year

☐ Minimum of two (2) years

☐ Minimum of three (3) years

X Minimum of five (5) years

- Practical, related experience supporting applied research projects, including set up, execution, and decommissioning of experiments or technologies.
- Experience coordinating installations of equipment or systems, including working with internal teams, external contractors, and vendors.
- Experience supporting planning and logistics for projects, including identifying space, infrastructure, and operational requirements within a facility or field environment.
- Experience interpreting and working from technical drawings or schematics, and translating designs into practical, real-world applications.
- Experience working with water and/or wastewater systems, environmental technologies, or similar applied technical environments is preferred.
- Experience supporting sampling programs and working within defined test plans and schedules.
- Experience providing guidance and training to staff, students, or team members in a technical or operational environment.
- Strong organizational, planning, and time management skills, with the ability to coordinate multiple activities and priorities.
- Strong interpersonal and communication skills, with experience working with internal teams, external partners, and service providers.
- Intermediate skills with spreadsheets and word processing.
- Experience working in field-based or remote operational environments is considered an asset.
- Valid class G Drivers license.

□ Minimum of eight (8) years

3. Analysis and Problem Solving

This section relates to the application of analysis and judgement within the scope of the position.

The following charts help to define the level of complexity involved in the analysis or identification of situations, information or problems, the steps taken to develop options, solutions or other actions and the judgement required to do so.

Please provide up to three (3) examples of analysis and problem solving that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

#1 regular & recurring	
Key issue or problem encountered.	Unexpected changes in wastewater flow, dosing operations, pumping systems, or other site infrastructure that may impact research projects, site operations, or project schedules.
How is it identified?	Through daily site operations, communication with staff, and observation of site conditions.
Is further investigation required to define the situation and/or problem? If so, describe.	Yes. The incumbent must investigate operational conditions, equipment status, site infrastructure, project requirements, and available monitoring data to determine the root cause of the issue and assess potential impacts on site operations and research activities.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	The incumbent reviews site conditions, equipment performance, historical operating data, project requirements, and available troubleshooting information to identify the underlying cause of the issue. Depending on the findings, the incumbent may coordinate corrective actions, adjust site activities, or consult with the CAWT Director, Principal Researchers, engineers, internal departments, contractors, or external service providers to determine and implement an appropriate solution.
What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).	Standard operating procedures, project plans, equipment manuals, historical data, engineered drawings, technical specifications, and guidance from CAWT Director , Principal Researchers, contractors.

3. Analysis and Problem Solving

#2 regular & recurring

Key issue or problem encountered	Ensuring staff and students follow established site procedures and health and safety requirements during project execution.
How is it identified?	Through observation of work activities and interaction with staff and students on-site.
Is further investigation required to define the situation and/or problem? If so, describe.	Typically minimal. The incumbent assesses the situation to determine if clarification or correction is required.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	The incumbent reviews the task or procedure, identifies gaps in understanding or execution, and provides direction or clarification to ensure work is completed safely and in accordance with project requirements.
What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).	Site procedures, training materials, health and safety requirements, and guidance from CAWT Director and / or Principal Researchers.

#3 regular & recurring

Key issue or problem encountered	
How is it identified?	
Is further investigation required to define the situation and/or problem? If so, describe.	
Explain the analysis used to determine a solution(s) for the situation and/or problem.	
What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).	

3. Analysis and Problem Solving

#1 occasional

Key issue or problem encountered	Assessing whether the Minden research site has sufficient wastewater flow and volume to support project requirements.
How is it identified?	During project planning, review of project requirements, or when site conditions do not meet expected flow or volume needs.
Is further investigation required to define the situation and/or problem? If so, describe.	Yes. The incumbent reviews site conditions, historical flow patterns, and project requirements to determine if adjustments are needed.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	The incumbent evaluates options such as alternative dosing approaches, timing of activities, or adjustments to site operations to support project requirements. Solutions are coordinated with the CAWT Director and Principal Researchers as required.
What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).	Project plans, site data and observations, historical site knowledge, and guidance from CAWT Director and / or Principal Researchers.

#2 occasional

Key issue or problem encountered	Unexpected equipment or system issues at the Minden research site that impact ongoing project activities.
How is it identified?	Through observation, system performance issues, or communication from staff.
Is further investigation required to define the situation and/or problem? If so, describe.	Yes. The incumbent inspects the system, reviews operating conditions, and determines the cause of the issue.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	The incumbent determines appropriate corrective actions, such as coordinating repairs, adjusting operations, or modifying project activities to maintain progress.
What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).	Equipment manuals, site knowledge, FSS, external service providers, guidance from CAWT Director and / or Principal Researchers.

4. Planning/Coordinating

Planning is a proactive activity as the incumbent must develop in advance a method of acting or proceeding, while coordinating can be more reactive in nature.

Using the following charts, provide up to three (3) examples of planning and/or coordinating that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

#1 regular & recurring	
List the project and the role of the incumbent in this activity.	Planning and coordinating daily and weekly sampling activities and site operations at the Minden research site.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Strong organizational and time management skills are required to coordinate staff schedules, sampling activities, and site access. The incumbent must ensure all required activities are completed according to established plans.
List the types of resources required to complete this task, project or activity.	Sampling schedules, project test plans, site schedules, staffing availability, and internal coordination tools.
How is/are deadline(s) determined?	Deadlines are established through project test plans, sampling schedules, and direction from the CAWT Director and Principal Researchers.
Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	The incumbent identifies minor adjustments required to daily schedules. More significant changes are discussed with the CAWT Director and Principal Researchers.

4. Planning/Coordinating

~~#2 regular & recurring~~

List the project and the role of the incumbent in this activity.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

List the types of resources required to complete this task, project or activity.

How is/are deadline(s) determined?

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

~~#3 regular & recurring~~

List the project and the role of the incumbent in this activity.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

List the types of resources required to complete this task, project or activity.

How is/are deadline(s) determined?

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

4. Planning/Coordinating**#1 occasional**

List the project and the role of the incumbent in this activity.	Planning and coordinating installation of new systems or technologies at the Minden research site or other project locations.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	The incumbent must coordinate logistics, sequencing of work, and collaboration between internal teams and external contractors.
List the types of resources required to complete this task, project or activity.	Equipment specifications, schematics, site infrastructure details, vendor input, and internal coordination with FSS and CAWT staff.
How is/are deadline(s) determined?	Deadlines are determined by project timelines and installation requirements set by the CAWT Director and Principal Researchers.
Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	The incumbent identifies constraints and coordinates adjustments. Changes impacting scope or timeline are reviewed with the CAWT Director and Principal Researchers.

#2 occasional

List the project and the role of the incumbent in this activity.	Coordinating external site visits, partner activities, and tours at the Minden research site.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Coordination, communication, and scheduling skills are required to align site availability, staffing, and visitor needs.
List the types of resources required to complete this task, project or activity.	Site schedules, staff availability, safety requirements, and coordination with external stakeholders.
How is/are deadline(s) determined?	Based on partner availability, site schedule, and project activities.
Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	The incumbent coordinates adjustments to schedules and communicates with involved parties. Larger impacts are escalated as required.

5. Guiding/Advising Others

This section describes the **assigned responsibility** of the position to guide or advise others (e.g. other employees, students). Focus on the actions taken (rather than the communication skills) that directly assist others in the performance of their work or skill development.

Though Support Staff cannot formally "supervise" others, there may be a requirement to guide others using the incumbent's job expertise. This is beyond being helpful and providing ad hoc advice. It must be an assigned responsibility and must assist or enable others to be able to complete their own tasks.

Check the box(es) that best describe the level of responsibility assigned to the position and provide an example(s) to support the selection, including the positions that the incumbent guides or advises.

Regular & Recurring	Occasional	Level	Example
X	☐	Minimal requirement to guide/advise others. The incumbent may be required to explain procedures to other employees or students.	The incumbent explains research site procedures, project activities, and health and safety requirements to students, laboratory technicians, and others working at the Minden research site.
X	☐	There is a need for the incumbent to demonstrate correct processes/procedures to others so that they can complete specific tasks.	Demonstrates safe and proper use of site infrastructure, research systems, and equipment. Provides training on site operations, including system operation, sample collection, and project-specific procedures.
X	☐	The incumbent recommends a course of action or makes decisions so that others can perform their day-to-day activities	Provides day-to-day guidance to students and technicians working at the site..
X	☐	The incumbent is an active participant and has ongoing involvement in the progress of others with whom he/she has the responsibility to demonstrate correct processes/procedures or provide direction.	Provides ongoing guidance, mentorship, and training to students, laboratory technicians, and others working at the research site. Monitors progress, provides feedback on work performance and adherence to procedures, reinforces health and safety and operational requirements, and supports skill development through regular involvement in project and site activities.

□

X

The incumbent is responsible for allocating tasks to others and recommending a course of action or making necessary decisions to ensure the tasks are completed.

Coordinates work activities, assigns tasks related to site operations and project execution, and ensures activities are completed safely and in accordance with established procedures and timelines

6. Independence of Action

Please illustrate the type of independence or autonomy exercised in the position. Consideration is to be given to the degree of freedom and constraints that define the parameters in which the incumbent works.

What are the instructions that are typically required or provided at the beginning of a work assignment?	
Regular and Recurring	Occasional (if none, please strike out this section)
The incumbent receives direction from the CAWT Director and Principal Researchers through project test plans, sampling schedules, and site requirements. Daily activities are generally planned in advance, and the incumbent is responsible for coordinating and executing work within these established plans.	

What rules, procedures, past practices or guidelines are available to guide the incumbent?	
Regular and Recurring	Occasional (if none, please strike out this section)
Project test plans, sampling schedules, standard operating procedures, site procedures, and health and safety requirements guide the incumbent's work. Internal policies and coordination with CAWT staff provide additional direction.	

How is work reviewed or verified (eg. Feedback from others, work processes, Supervisor)?	
Regular and Recurring	Occasional (if none, please strike out this section)
Work is reviewed through regular communication with the CAWT Director and Principal Researchers. Feedback is provided as required based on project activities, site operations, and completion of scheduled work.	

6. Independence of Action

Describe the type of decisions the incumbent will make in consultation with someone else other than the Supervisor?

Regular and Recurring

Occasional (if none, please strike out this section)

The incumbent coordinates with laboratory technicians, students, vendors, and internal departments to organize work activities, schedule site access, and support project execution.

Describe the type of decisions that would be decided in consultation with the Supervisor.

Regular and Recurring

Occasional (if none, please strike out this section)

Changes that impact project timelines, scope, site operations, or resource requirements are discussed with the CAWT Director and Principal Researchers. Health and safety concerns or issues outside established procedures are escalated for direction.

Describe the type of decisions that would be decided by the incumbent.

Regular and Recurring

Occasional (if none, please strike out this section)

The incumbent organizes daily work activities, coordinates site scheduling, and adjusts tasks within established plans to ensure project and site requirements are met. Minor operational decisions related to sequencing of work, staff coordination, and site logistics are made independently. Coordinates minor adjustments to site activities in response to changing conditions (e.g., weather, access, or staff availability) within established plans.

7. Service Delivery

This section looks at the service relationship that is an assigned requirement of the position. It considers the required manner in which the position delivers service to customers. It is not intended to examine the incumbent's interpersonal relationship with those customers and the normal anticipation of what customers want and then supplying it efficiently. It considers how the request for service is received and the degree to which the position is required to design and fulfil the service requirement. A "customer" is defined in the broadest sense as a person or groups of people and can be internal or external to the College.

In the table below, list the key service(s) and its associated customers. Describe how the request for service is received by the incumbent, how the service is carried out and the frequency.

Information on the service		Customer	Frequency (D, W, M, I)*
How is it received?	How is it carried out?		
Requests through project plans, site schedules, and direction from CAWT staff	Coordinate site access, scheduling, and daily operations to support project activities	CAWT staff, students	D
Direction through project test plans, meetings, and communication with CAWT Director and Principal Researchers	Coordinate and support project activities including installations, sampling, and site logistics	CAWT staff, Principal Researcher	D
Requests from external partners, vendors, or scheduled visits	Coordinate site access, prepare site, and provide tours of the Minden research site	External partners, vendors, contractors, visitors	M
Requests from vendors, contractors, or internal staff	Provide site requirements, coordinate access, and support maintenance, servicing, and repair activities	Vendors, contractors, service providers	M
Requests through project requirements and laboratory needs	Perform and support laboratory analysis, sample collection, and data recording as required	CAWT staff, Laboratory Coordinator	D

Support Staff PDF

Requests from industry partners and project teams for installation, operation, modification, or removal of research systems and technologies.	Review project requirements, engineered drawings, technical specifications, infrastructure needs, and site constraints to determine installation or removal requirements. Coordinate directly with clients, contractors, and project teams to adapt implementation plans to project and site-specific conditions, troubleshoot issues, and support successful project execution.	Industry partners, contractors, Principal Researchers, CAWT staff	M
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* D = Daily W = Weekly M = Monthly I = Infrequently

8. Communication

In the table below indicate the type of communication skills required to deal effectively with others. Be sure to list both verbal (e.g. exchanging information, formal presentations) and written (e.g. initiate memos, reports, proposals) in the section(s) that best describes the method of communication.

Communication Skill/Method	Example	Audience	Frequency (D, W, M, I)*
Exchanging routine information, extending common courtesy	Exchange information related to site schedules, daily activities, and project coordination	CAWT staff, students	D
Explanation and interpretation of information or ideas	Explain site procedures, project requirements, and safety protocols to staff and students; provide information to external parties regarding site access and requirements	CAWT staff, students, vendors, contractors	D
Imparting technical information and advice	Provide guidance on operation of research systems, sampling procedures, and site infrastructure; explain technical requirements to support installations and site activities	CAWT staff, students, vendors, contractors	D
Instructing or training			
Obtaining cooperation or consent			
Negotiating			

* D = Daily W = Weekly M = Monthly I = Infrequently

9. Physical Effort

In the tables below, describe the type of physical activity that is required on a regular basis. Please indicate the activity as well as the frequency, the average duration of each activity and whether there is the ability to reduce any strain by changing positions or performing another activity. Activities to be considered are sitting, standing, walking, climbing, crouching, lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period.

Physical Activity	Frequency (D, W, M, I)*	Duration			Ability to reduce strain		
		< 1 hr at a time	1 - 2 hrs at a time	> 2 hrs at a time	Yes	No	N/A
Standing and walking during site inspections, sampling, and coordination of activities at the Minden research site	D			X	X		
Driving to and from the Minden research site and other project locations	W		X		X		
Lifting and carrying equipment (pumps, tubing, sampling gear, small instruments) during installations and site work	W	X			X		
Sitting at a desk for coordination, scheduling, and documentation activities	D			X	X		
Autosampler installation/removal	M	X			X		

* D = Daily W = Weekly M = Monthly I = Infrequently

If lifting is required, please indicate the weights below and provide examples.

x Light (up to 5 kg or 11 lbs)

x Medium (between 5 to 20 kg or 11 to 44 lbs)

Heavy (over 20 kg or 44 lbs)

Sampling bottles, tubing, small tools, and equipment
Pumps, sample coolers, instrumentation, and installation components
Autosamplers

10. Audio Visual Effort

Describe the degree of attention or focus required to perform tasks taking into consideration:

- the audio/visual effort and the focus or concentration needed to perform a task and the duration of the task, including breaks (eg. up to 2 hours at one time including scheduled breaks)
- impact on attention or focus due to changes to deadlines or priorities
- the need for the incumbent to switch attention between tasks (eg. multi-tasking where each task requires focus or concentration)
- whether the level of concentration can be maintained throughout the task or is broken due to the number of disruptions

Provide up to three (3) examples of activities that require a higher than usual need for focus and concentration.

Activity #1	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Coordinating multiple site activities, including sampling, staff schedules, and site access at the Minden research site	D			X
Can concentration or focus be maintained throughout the duration of the activity? If not, why? ☒ Usually ☐ No				

Activity #2	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Supporting installation and setup of research systems, including interpreting schematics and coordinating with internal teams and contractors	M			X
Can concentration or focus be maintained throughout the duration of the activity? If not, why? ☒ Usually ☐ No				

Activity #3	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs

Support Staff PDF

Performing laboratory analysis and data recording in accordance with established methods and procedures				X
Can concentration or focus be maintained throughout the duration of the activity? If not, why? ☒ Usually ☐ No				

* D = Daily W = Weekly M = Monthly I = Infrequently

11. Working Environment

Please check the appropriate box(es) that best describes the work environment and the corresponding frequency and provide an example of the condition.

Working Conditions	Examples	Frequency (D, W, M, I)*
☒ acceptable working conditions (minimal exposure to the conditions listed below)	Office-based coordination, scheduling, documentation, and communication activities	D
☐ accessing crawl spaces/confined spaces		
☐ dealing with abusive people		
☐ dealing with abusive people who pose a threat of physical harm		
☒ difficult weather conditions	Working outdoors at the Minden research site during rain, snow, or varying seasonal conditions	I
☒ exposure to extreme weather conditions	Outdoor work during periods of high heat or cold temperatures	I
☒ exposure to very high or low temperatures (e.g. freezers)	Handling samples requiring cold storage or working outdoors during winter conditions	I
☒ handling hazardous substances	Working with wastewater, chemicals, and reagents in accordance with established safety procedures	D
☒ smelly, dirty or noisy environment	Exposure to wastewater treatment processes and field conditions at the research site	D
☒ travel	Travel to and from the Minden research site and other project locations	W
☒ working in isolated or crowded situations	Working independently at the Minden research site or coordinating multiple activities in limited space during installations	W
☐ other (explain)		

* D = Daily M = Monthly W = Weekly I = Infrequently