
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)

Temporary Part-time Support Staff

Position Title: Hairstyling Lab Technologist

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

Reports To: Marc Patenaude

Appointment Type: Other-details at right. **"Other" Hours Details:** [Click here to enter text.](#)

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

PDF Completed By (Manager Name): Marc Patenaude, Senior Operations Manager

Effective Date: July 16, 2026 **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

This position provides technical expertise and academic delivery support to the Hair Styling program; to prepare, operate and maintain in a safe working environment all Salon spaces and related equipment; to provide technical support pertaining to the academic programs and to provide material, equipment and supplies for Salon and Lab Facilities. Plan, organize and maintain lab facilities in a safe and efficient manner, overseeing program supply and equipment inventory. The incumbent also tests and evaluates all equipment used for labs and ensures that maintenance is performed as needed. Assists with program related purchases, budget and capital input while ensuring adherence to college policies. 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. Learning Support & Technological Services Demonstrates, plans, organizes, designs, troubleshoots, and provides technical expertise for daily labs, reinforces theory content and practical application of previously taught concepts, methods, procedures and theories, during classroom activities. Assists with orientation activities and support on appropriate use of equipment and techniques. Directly deals with student issues and is jointly responsible for student safety alongside faculty. Supervises students during a variety of potentially dangerous lab exercises with products and chemicals. Reinforces safe field procedures and protocols. Directly oversees student workers in the program. Provides technical expertise to faculty in the planning, design, development and implementation of labs. Attends program and team meetings and promotional and/or recruiting events Troubleshoots and provides technical solutions in labs.	45%
2. Maintenance Repairs / Lab / Facilities: Plan, organize and maintain lab facilities in a safe and efficient manner, ensuring appropriate standards are met for all learning environments including prioritizing and coordinating the preventative maintenance/replacement program. Executes work requests, troubleshoots, clarifies requirements, performs analysis, assessment, repairs/replaces, and provides status updates.	30%

Summary Details	Percentage %
Develops and maintains strong positive relationships with all program faculty and staff and communicates frequently and effectively throughout the cycle of the academic calendar, and throughout various projects. Communication between leadership and other staff in Trades and Technology and at the Sutherland campus is essential in this role.	
3. Health and Safety Responsibilities: Maintain, develop, organize, and oversee lab operations ensuring safe, accurate and effective use of facilities and equipment. Ensures that all equipment is in good repair and safe operating condition. Utilizes repair history and tracks maintenance/replacement of all equipment to ensure highest safety standards are achieved for the protection of students, staff, faculty, and visitors.	10%
4. Financial Duties and Inventory Management: Works with the Operations Manager, Financial Officer, Program Coordinator to provide input into the capital plan. As requested by the Operations Manager, researches current costing of equipment and supplies for program to aid in the creation of the annual program budget and capital planning process. Prepares and initiates the purchase of equipment, supplies and consumables. Coordinates with external vendors by arranging for quotes for selected repairs or replacement. Communicates with leadership, faculty and the Financial Officer to provide input into budget and capital academic programming needs. Maintains professional relationships with suppliers and other external services. Key team member in advising in the creation of the 5-year capital plan. Organizes and oversees client appointments and fees.	10%
Other Duties As Assigned	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 two (2) year college diploma.

Field(s) of Study:

Hairstylist

Other Vocational Certifications and/or Apprenticeships:

Must be a licensed hairstylist

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 five years up to eight years.

Additional Skills & Abilities:

Salon Management, - customer relations, procurement, equipment maintenance and inventory control. Experience in Hairstyling. Counts and maintains inventory levels in laboratories and uses the salon software system to track inventory levels. Experience with Microsoft 365 platform programs, including Excel, Forms, PowerPoint, Word, Outlook, Teams, OneDrive, and other Microsoft Suite 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
Description

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:

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

Choose an item.

How would you describe the complexity of the work?

Choose an item.

Describe the business processes used by the position.

Choose an item.

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
Description

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:

The work duties typically require:

Choose an item.

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

Choose an item.

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
Description

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:

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

Choose an item.

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

Task	% of Time

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
Description

Example #2

Task / Activity
Description

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

Task	% of Time

How would you describe the frequency of the physical demands of this position?

Choose an item.

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

Choose an item.

How would you describe the physical strain on this position?

Choose an item.

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
Description

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

Choose an item.

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

Choose an item.

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

Task	% of Time

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
Description

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 would you describe the workflow demands this position typically faces?

Choose an item.

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

Choose an item.

How would you describe the level of interruptions this position faces?

Choose an item.

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

Task	% of Time	Predictability*
		Choose an item.
		Choose an item.

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
Description

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:

What type of instruction is typically given to the incumbent?

Choose an item.

What degree of supervision is typically provided to the incumbent?

Choose an item.

How is the work typically checked and verified?

Choose an item.

How frequently is the work checked?

Choose an item.

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
		Choose an item.
		Choose an item.
		Choose an item.
		Choose an item.
		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:

Choose an item.

What type of involvement does this position have with confidential information?

Choose an item.

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
Description

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?

Choose an item.

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

Choose an item.

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.	
Outdoor work; seasonal conditions Choose an item.	
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:

Choose an item.

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

Choose an item.

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.](#)