

Class No.:	
Original Date:	
Revision Date:	
Pay Group:	20

CLASS SPECIFICATION

Technician III

NATURE & SCOPE OF WORK

This is instructional assistance/support work of a moderately complex nature. An incumbent in this position is primarily responsible for assisting faculty with class, laboratory and studio demonstrations and experiments and advising students on technical and non-technical matters. An incumbent in this position prepares materials for, sets up, and maintains labs and experiments, deals with chemical retention and dispensing systems and/or living organisms and guards against the hazards involved with these materials. The work is distinguished from that of a Technician II by the greater variety of and complexity of instructional assistance provided in the class room or laboratory, the variety of laboratory related duties, and the responsibility for research and design of experiments and systems. This position reports to a Coordinator.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Prepares all materials including student handouts, and sets-up classrooms, studios and laboratory experiments and demonstrations and liaises with faculty to accomplish this.
- Assigns lockers, collects key deposits and reimburses same.
- Using background research, designs and adjusts labs, experiments and demonstrations as required.
- Types, photocopies and maintains files and records including budget statistics and WHMIS.
- Cleans, checks, sets-up, repairs, maintains and stores a variety of equipment and appliances, maintains work area; collects and disposes of chemical waste and maintains chemical inventory.

- Responsible for aligning, calibrating, installing and maintaining the operational verification of a variety of scientific instruments.
- Orders and stocks subject matter material and carries out periodic inventory checks.
- Assists and advises students with technical and non-technical problems, supervises the learning activities of students in the absence of an instructor.
- Ensures compliance with the provisions of WHMIS legislation, including maintaining MSDS files, labelling of hazardous materials, and applying this knowledge to materials in use.
- Accompanies students and faculty on field trips, prepares materials and equipment for same, and assists in the students' activities during the field trip.
- Assigns and oversees the work of others engaged in similar work.
- Takes responsibility for providing replacement experiments, labs and demonstrations in the vent of materials/equipment failure and for advising faculty of same.
- May be required to take training and act in the capacity of a floor warden as part of the College's Emergency Preparedness Plan (Fire, W.H.M.I.S, Earthquake).
- Performs duties related to the requirements and qualifications of the position.

REQUIRED KNOWLEDGE, ABILITIES & SKILLS

- Thorough knowledge of the theory and practice of subject matter, including chemicals and other materials, equipment, appliances, tools and apparatuses and relative procedures and practices.
- Considerable knowledge of occupational hazards, materials, situations and precautionary measures relative to laboratory and studio practices in compliance with W.H.M.I.S legislation.
- Working knowledge of the basics of a micro computer and related software applications and the ability to upgrade if necessary.
- Ability to assemble and organize equipment for laboratory, studio and classroom demonstrations and experiments of moderate complexity and to demonstrate techniques.
- Ability to communicate technical and non-technical information effectively.

- Ability to operate equipment and demonstrate equipment usage to students.
- Ability to maintain accurate records and perform related clerical tasks.
- Ability to establish and maintain effective working relationships with faculty, staff and students.
- Ability to understand and follow oral written instructions.
- Skill in maintaining, checking, cleaning appliances, facilities and equipment and making minor repairs.
- Skill in the use of small hand tools.

REQUIRED TRAINING & EXPERIENCE

- Completion of a two-year course in the subject field.
- Two years of experience related to the subject field.

REQUIRED LICENCES, CERTIFICATES & REGISTRATIONS

- None.