

Class No.:	
Original Date:	May 1992
Revision Date:	
Pay Group:	12

CLASS SPECIFICATION

Technician 1

NATURE & SCOPE OF WORK

This is technical and maintenance work of moderate complexity. An incumbent in this position is primarily responsible for the preparation of materials and equipment for classroom demonstrations and for the care and maintenance of same. Duties of the position include preparing, maintaining, inventory control, equipment demonstration and repairing. This position typically reports to a Co-ordinator.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Prepares material and equipment and assists in laboratory demonstrations.
- Cleans, checks, sets-up, repairs, maintains, issues and stores a variety of supplies, equipment and appliances and maintains laboratory areas.
- Requisitions, stores and dispenses materials, equipment and supplies and maintains inventory of same.
- Operates and demonstrates the safe methods of equipment use.
- Installs subject matter equipment.
- Records, updates and maintains files, lists and general record keeping.
- Assists and advises students with technical and non-technical problems, supports the learning activities of students in the absence of an instructor.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S, Earthquake).
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES & SKILLS

- Considerable knowledge of occupational hazards and precautionary measures relative to laboratory practices.

- Working knowledge of the theory and practice of subject specialty, including materials, equipment, appliances and laboratory systems, procedures and practices.
- Ability to assemble laboratory equipment for experiments and demonstration and to demonstrate the safe operation of equipment.
- Ability to understand and follow oral and written instructions.
- Ability to perform work accurately and speedily.
- Ability to establish and maintain effective working relationships with other employees, students and the general public.
- Ability to keep accurate records.
- Ability to assist students in non-instructional matters.
- Ability to communicate technical and non-technical information successfully.
- Skill in maintaining, checking, cleaning appliances, facilities and equipment and making minor repairs.
- Skill in the use of small hand tools.
- Skill in installing related equipment.

REQUIRED TRAINING & EXPERIENCE

- Completion of Grade 12 including or supplemented by some formal training in the subject field.
- One year of work experience in the subject matter.

REQUIRED LICENCES, CERTIFICATES & REGISTRATIONS

- None.