

Class No.:	
Original Date:	
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Pay Group:	16

CLASS SPECIFICATION

TECHNICIAN II

NATURE & SCOPE OF WORK

This is technical and maintenance work of moderate complexity. An incumbent in this position is responsible for the preparation of materials and equipment for laboratory demonstrations. An incumbent in this position also provides technical advice, discussion and comment on student projects to bring them to a professional level. The work is distinguished from that of a Technician I by the greater independence of judgement, knowledge and skill required. This position typically reports to a departmental Coordinator.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Prepares material and equipment and assists in laboratory demonstrations and experiments.
- Prepares documentation and archiving of students work according to prescribed professional practice.
- Cleans, checks, sets-up, repairs, maintains and stores a variety of equipment and appliances and maintains laboratory areas.
- Requisitions, stores and dispenses materials, equipment and supplies and maintains work areas.
- Advises and assists students with technical and non-technical problems, provides advice on student projects to bring them to a professional level, supervises the learning activities of students in the absence of an instructor.
- Records, updates and maintains files, lists and general record keeping.
- 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

- Considerable knowledge of the theory and practice of subject speciality, including chemicals and other materials, equipment, appliances and laboratory experiments, demonstrations or procedures.
- Considerable knowledge of occupational hazards and precautionary measures relative to laboratory practices.
- Working knowledge of word processing and software related to subject area.
- Ability to assemble laboratory equipment for experiments and demonstrations of moderate complexity, and to demonstrate laboratory techniques.
- Ability to understand and follow oral and written instructions.
- Ability to up-grade training and skills as technologies and applications develop.
- Ability to establish and maintain effective working relationships with other employees, students and the general public.
- Ability to work both in a team environment and independently with minimal supervision.
- Ability to maintain accurate records.
- Ability to assist students in non-instructional matters.
- Ability to communicate technical and non-technical information effectively.
- Skill in maintaining, checking and 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 related laboratory work experience.

REQUIRED LICENCES, CERTIFICATES & REGISTRATIONS

- None.