

FUNCTION

- under minimal supervision, perform highly skilled and complex work involving the use of judgment, initiative and resourcefulness and requiring training and/or experience in their field
- the utmost accuracy, initiative, discretion and judgment are required
- this position is characterized by having the freedom to organize work and make decisions
- technicians at this level should possess a high degree of proficiency in their field(s) or specialization and carry out their responsibilities with a considerable degree of independence

LEVEL OF FORMAL EDUCATION

- minimum 2 year community college required in related discipline for the position

EXPERIENCE

- 2-5 years of directly related experience

SKILLS AND ABILITIES

- working knowledge of accounting practices, record keeping and inventory control
- proficiency in Microsoft applications (e.g., MOS certification)
- effective oral and written communication skills with the ability to establish and maintain good working relationships with employees of the University, students, and the public
- ability to work independently, prioritize own work and problem-solve
- ability to function effectively in a team environment
- ability to provide direction to others
- proficiency in operating and repairing standard computer, laboratory, and other technical and mechanical equipment required for the position
- ability to work effectively within Acadia's complex network and laboratory environment, and be able to respond effectively to pressure and changing priorities
- knowledge of laboratory safety, e.g., WHMIS, MSDS, first aid, storage and disposal of chemicals & toxic wastes, and handling bacterial cultures, and Animal Use Protocols
- experience in providing quality front-line client service

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- provide general maintenance and regularly schedule cleanings for equipment and required set-up
- pre-test and set-up equipment, ensuring adequate supplies available for use and production including the identification and cataloguing of solutions, slides, samples, specimens, etc., for research and/or institutional use
- provide care to live research and laboratory specimens
- as a contributing member of a department, suggest and recommend improvements in work methods, systems, etc.
- provide technical assistance and advice, in their area of expertise, to the University and community

- using specialized knowledge and techniques, does scientific and general photomicrography for research, publication and instructional purposes
- carry out independent data collection and analysis for draft reports to be used internally and externally
- maintain records and statistics; gather & compile factual data, and prepare reports as required including departmental field work
- responsible for the complete cycle of inventory control, including the purchase of appropriate storage of supplies and equipment; prepare billings for usage as required
- responsible for an accurate accounting of time, materials, equipment and/or money spent on projects; monitor accounts & assist in budget preparation
- information handled may contain a high degree of confidentiality, complexity and difficult terminology
- may be required to collect and receipt for cash
- perform other duties as required

INITIATIVE AND INDEPENDENCE OF ACTION

- organize workload on a priority basis and exercise independent judgment, initiative, discretion and resourcefulness in responding to client inquiries and resolving problems within predetermined parameters as defined by the supervisor
- may be responsible for relieving supervisor of administrative tasks
- problems encountered are resolved with only occasional reference to their supervisor; decisions that materially change the nature of the work (e.g., to discontinue work, change emphasis, or plan of action) are approved by the supervisor

IMPACT OF ERRORS

- errors probably detected in the work unit in which they occur; if not detected, could cause serious embarrassment in public or employee relations or monetary loss
- may require the work of others to trace and make necessary corrections
- may cause inaccuracies in reports and records, e.g., mislabeled or misidentified specimens could impact research and create a ripple effect on the research of others in the future
- may delay related operations
- may cause interruption to network accessibility, e.g., if network jacks installed improperly
- physical injury to users or bystanders if equipment improperly set up or installed
- if Canadian Council on Animal Care (CCAC) guidelines are not followed, future funding to the University could be affected

WORKING WITH OTHERS

- requires frequent contact with administrators and individuals inside and outside the University on behalf of the department; gives and exchanges information requiring discussion and cooperation to obtain assistance or agreement, and to act as a representative for their manager when directed