

Meets requirements for previous level(s), plus these additional specifications:

**FUNCTION**

- provide a unique or highly specialized service to the University
- under only occasional supervision, initiate, coordinate and complete the full range of varied and complex technical duties and detailed assignments
- the utmost accuracy, discretion, initiative and judgment are required
- this position is characterized by having independence to organize own work and make decisions
- may be designated by the department as having full responsibility for overseeing the work of other SEIU employees doing similar work
- may have responsibility for ensuring safety of personnel and equipment within area of authority, maintenance and management of laboratory or technical work area

**LEVEL OF FORMAL EDUCATION**

- university degree required, or significant directly related training and experience

**EXPERIENCE**

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**SKILLS AND ABILITIES**

- ability to self-educate on the use and maintenance of a wide range of new equipment
- ability to develop training materials and facilitate courses within their area of expertise
- expertise with highly specialized equipment and the ability to work within very specific parameters

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- handle rare and expensive materials; assemble the most complicated and precise equipment
- responsible for design and test set-up and components involving complex equipment; tests require unusual finesse with laboratory instruments or electronic equipment because of the perishable or fragile nature of objects being worked with
- work closely with management to research, select and install new equipment
- determine feasibility of repairing, replacing or upgrading high cost equipment
- assist management with writing contracts and liaise with outside contractors
- provide technical expertise for high profile events and meetings
- advise on technical procedures and write instructional materials as required
- perform other duties as required

**INITIATIVE AND INDEPENDENCE OF ACTION**

- under minimal direction, exercise initiative and decision making in the interpretation of policies and procedures and may recommend and implement procedures, guidelines and priorities for an area or unit

- plan and carry out details of procedures and methods to attain definite objectives
- take action in the application of policies or standards widely accepted within their area of specialization

### **IMPACT OF ERRORS**

- inadequate planning may result in late delivery, material shortage, work delay, or service breakdown
- may cause identifiable deterioration in business, public or employee relations, e.g., failure to return irreplaceable materials borrowed internationally could cause difficulty in borrowing materials in the future
- failure to apply the correct safety protocols for the laboratory or technical work care can cause damage or injury

### **WORKING WITH OTHERS**

- may represent university on external committees and agencies (e.g., Health Canada)
- require judgment and tact in order to obtain cooperation and approval of action
- may act as a resource or specialist to the University and broader community (e.g., hospital poison control unit)