TECHNICIAN - GRADE 4

Generic Position Overview

**Family:** Natural and Applied Science

**Cluster:** (NAS4) Technician

**Note:** Employees of Queen's University work in a challenging and diverse environment. Queen's is committed to encouraging the development of new skills and attributes in its workforce. It is critical that staff are able to adapt to a changing work environment and to acquire new skills as these become necessary.

Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

**Generic Position Summary:** The incumbent prepares and performs experiments, and records results. This may include working with hazardous substances or animals. He/she maintains equipment and disposes of wastes. The incumbent may also guide others in the safe use of lab equipment. Perform administrative duties and routine data processing as required, including entry, basic manipulation, and output. Some positions require knowledge of more advanced data presentation techniques and technical services, such as basic photography or drafting.

**Primary Duties And Responsibilities:** Perform and set up experiments, following protocol and procedure. Prepare samples, reagents, media, and cultures. Observe and record results and maintain a lab manual. Operate lab equipment. May include working with hazardous materials or animals, including injections and basic surgery.

Maintain lab and equipment, in accordance with health and safety regulations. May include cleaning, organizing or repairing instruments. Dispose of potentially hazardous wastes. Inventory and replenish supplies as necessary.

Guide others with respect to the safe operation of equipment and proper lab procedures.

Perform basic data processing, including data entry, plotting, and output. Make use of statistical and scientific computer programs.

May provide other technical services and be responsible for more elaborate data presentation, such as audio-visual, computer, photographic, or drafting.

May perform basic administrative services, such as scheduling and making appointments and some word processing.
Undertake other duties as delegated in support of the unit or department.

**Required Background:** Two-year post-secondary program in a relevant field. Some experience will be considered an asset. On-the-job training will provide the incumbent with the bulk of knowledge required to perform the duties of the position. Some positions may require more extensive experience in a particular field, procedure, technique or piece of equipment. Safety-related training will be provided on-the-job. Consideration will be given to an equivalent combination of education and experience.

**Special Skills:** Typical skills that *may* be required in the performance of job duties include:

- Ability to coordinate workflow and use some personal judgement in applying scientific techniques to obtain accurate and relevant experimental results.
- Ability to handle dangerous materials, safely operate equipment, and prepare solutions and media.
- Ability to handle animals may be required. This includes giving injections, performing routine surgeries, dissection, and pre/post-procedure care and treatment which meets or exceeds ethical guidelines.
- Ability to work with computers and to perform mathematical calculations.
- Ability to perform careful measurements and interpret basic experimental results, for example, reading pH meters, balances, and counters.
- Possess technical/scientific writing skills.

**Decision Making:** Examples of the types of decisions regularly made on the job:

- Decide how to deal with experimental error and problems such as equipment breakdown by minimizing impact on the results.
- Decide on optimal organization of lab and allocation of personal time.
- Decide when and from whom to order supplies and equipment.
- Determine when it is necessary to seek advice or direction from supervisor with respect to experimental procedure, operation of equipment, etc.
- Aid in the production of various documents, drawings, or presentations.

**Supervisory Responsibilities:** NONE

*Last update: December, 1999*