**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Science Facilities Assistant

**Job Number:** SS-066

**NOC:** 4012

**Band:** 8

**Department:** Science

**Supervisor Title:** Dean of Arts & Science, Science

**Last Reviewed:** June 11, 2015

**Job Purpose**

Under the general supervision of the Associate Dean of Science, assists the Science Facilities Manager (SFM) to provide support to science faculty, staff and students in the areas of; lab systems operation, space planning implementation, liaison with Physical Resources and management of deliveries and shipments of large items of equipment and materials required for teaching and research. For work assignment purposes, reports to the Science Facilities Manager. Develops strong familiarity with the science buildings, labs (research/teaching) and equipment within them.

**Key Activities**

1. Program and maintain records for the programmable door access keypads in identified science facilities locations
2. Program building access cards in Axiom for Science buildings occupants and maintain records in Excel database. Advise supervisors when cardholders’ access will expire
3. Receives large items from Mailroom and directly at Science Complex (SC), DNA and Life & Health Science (LHS) buildings loading docks;
* listed as contact person on purchase orders for science building users, notifies addressees of shipment arrival, assists with placing equipment in lab, etc. if necessary, assist addressee with removal & disposal of packing materials if requested
* provides liaison between DNA building renters and shippers
* assist as requested with large outgoing shipments from Trent science buildings
* liaise with Trent Purchasing department and shipper to ensure shipments conform to TDG regulations if required
1. Liaises with Physical Resources with respect to small repairs and work needed in Science Buildings. Assists in/external service personnel locate relevant pieces of equipment. Assist with co-ordination of repair and renovation projects in science facilities
2. Assists SFM with implementation of space management policy/decisions in science buildings.
3. Tracks status of liquid nitrogen (LN2) storage tank, fill liquid nitrogen storage tanks from bulk supply as needed. Trains new users on how to safely dispense LN2 from low pressure container. Maintains list of trained/authorized users.
4. Supports, maintains and tests various lab systems in science buildings: oxygen (O2) monitors, various system alarms, life safety systems (e.g. eye wash stations, fume hoods, building first aid kits etc.) and shared equipment (e.g. ice machines, RO, autoclaves).
5. Responsible for regular maintenance of autoclaves in ESB, DNA & LHS including boilers, associated water softeners & in line water filters. Troubleshoot operational problems and facilitate repairs & scheduled service with internal Physical Resource department (PRD) and external contractors. Train new users when requested.
6. Responsible for monitoring and maintenance of lab water (type 2) units in DNA and LHS buildings. Maintain service schedule, changing consumables (filters, UV bulbs etc.) as required. Facilitate repair service with PRD and external contractors as needed. Source, order and maintain inventory of consumable filters and UV bulbs.
7. Test fume hoods (teaching & research) on yearly basis. Report units that do not meet operating parameters to Physical Resources. Act as resource to users regarding safe use of fume hoods. Test fume hoods as needed if users report operating concerns.
8. Complete annual and random audits of licensed ethyl alcohol (EtOH) accounts for purchases and use. Ensure lab records are maintained and reconciled. EtOH purchases are governed by Revenue Canada. Prepare yearly audit report for Purchasing Manager.
9. Perform QLFT half mask and N95 respirator fit testing as requested & maintain database.
10. Update and maintain call lists for remotely monitored systems (e.g. fridges, freezers, environmental chambers) for Trent and building renters on a minimum yearly (or as needed basis).
11. Provides support in the case of chemical spills response in science buildings. Provide health & safety guidance and support for research and teaching labs as needed.
12. Tracks status of bulk scientific gases; reads meters for usage billing, reports usage figures to Dean of Science’s office. Co-ordinates scheduling of repairs and maintenance to tanks with end users in the labs. Contact supplier regarding bulk tank issues (e.g. valve/tank malfunction, tank levels etc.).
13. Carries (university supplied) cell phone at all times – attends situations in any of the science buildings as needed and possible
14. Complete and/or co-ordinate moves of equipment and furniture within science buildings
15. Responsible for scientific chemical waste in LHS and DNA waste rooms. Provides back-up for ESB/CSB/SC scientific waste room.
16. Manages walk-in cold and freezer storage areas to ensure items are stored safely and efficiently as per user guidelines. Periodically organize and discard unlabeled samples (via chemical or regular waste)
17. Draft and disseminates info to building occupants with regards to issues that may affect them (repairs, scheduled maintenance, water/electrical outages, safety issues). Co-ordinate service/repair of shared lab equipment e.g. autoclaves, RO systems, walk-in fridges/freezers with end users.
18. Sources and purchases equipment and supplies as needed
19. Functions as a Fire Warden in a designated area of the science buildings
20. Other duties assigned.

**Education**

University Degree (3-year general) in a lab science discipline

**Experience Required**

* At least 3 years’ experience in a similarly varied technical, industrial or post-secondary setting
* Basic computer skills in MS Word, Excel, Access, GroupWise, Internet and on-line databases (eg: DATATEL).
* Demonstrated ability to work safely with potentially hazardous materials.
* Criminal Records Check (dated within the last 6 months) will be required as a condition of employment.
* Ability to lift and carry up to 50 lbs.
* Certification in Transportation of Dangerous Goods (TDG), Workplace Hazardous Materials Information System (WHMIS), First Aid, and chemical spills is an asset; additional upgrading may be required upon commencement of employment.
* Demonstrated ability to work co-operatively with others in a complex and multi-faceted work environment; demonstrated ability to work co-operatively in a team environment and independently with minimal supervision; ability to interact professionally and effectively with all/diverse constituencies of the University community, as well as with external contacts.
* Strong organizational skills; demonstrated ability to move rapidly between tasks and re-prioritize as required.

**Responsibility for the Work of Others**

*Indicate whether the incumbent is directly or indirectly responsible for the work of others. Provide the title of the position(s) as well as an example of how the incumbent is responsible for the work of others on a daily basis. Specifically, indicate whether the position has responsibility for hiring and supervision of student workers.*

Indirect Responsibility

Assist internal staff and external contractors locate and familiarization with operation of equipment. Train students and staff on operation of shared science equipment. Not directly responsible for their oversight.

**Communication**

*Indicate the title(s) of individuals internal and external to the University that the incumbent communicates with on a regular basis. Provide a brief description of the purpose for communicating with these individuals.*

Internal: Faculty, staff, and students (Under/Post grad), Security, IT, Physical Resources information re: incidents (safety), equipment failure/repairs, building/operational issues e.g. power, water shutdowns etc.

External: External building occupants e.g. MNR, The Cube, (repairs/renovations/relocations), external contractors (repairs/renovations/relocations) customer service & vendor reps (sourcing/quotes/repair advice), service providers (e.g. remotely monitored equipment)

**Motor/ Sensory Skills**

*Indicate the level of proficiency or precision in motor or sensory skills required by the job. Examples include but are not limited to: small/large movement to operate machinery; coordinated movement; equilibrium to maintain balance; dexterity to grasp, move, assemble objects or operate equipment; hearing, sight, touch, smell, taste. Provide a brief description of tasks performed that require motor/sensory skills.*

Operate loading docks for deliveries

Operate equipment/assemble/dexterity: maintain lab water systems (change filters, UV bulbs), autoclave service (blow down boiler/troubleshoot issues), fill liquid nitrogen tank from bulk tank

Hearing/sight/touch/smell: issues in labs, chemical waste, mechanical rooms, offices

**Effort**

*Indicate the physical and/or mental demands of the position in the ordinary course of performing the role. Examples include but are not limited to: lifting, moving, carrying, pushing/pulling, reaching, kneeling, remaining motionless, sustained concentration or focus. Provide a brief description of the tasks performed that are physically and/or mentally demanding.*

Mental: varied (writing training documents for shared equipment e.g. autoclave, fume hood, data input & reports e.g. Axiom building card access, fume hood, ethyl alcohol). Switch between tasks & building locations quickly with regular interruptions and little control

Physical: varied (includes both office & physical effort). Lifting, pulling/pushing, moving heavy (up to 50 lbs manually) and with equipment (lift truck, cart, loading dock), liquid nitrogen tank (~200lbs), shipments vary in size from 100 – 2500 lbs.

**Working Conditions**

*Indicate any physical and psychological conditions of the position that make the job unpleasant, disagreeable and/or hazardous to health and well-being. Describe the nature, frequency and duration of exposure.*

Irregular hours: Job may involve after-hours situations/call-ins due to issues within science facilities e.g. electrical outages (planned/unplanned), chemical spills, equipment failure, and water leaks. After hours associated with special projects e.g. building relocations, renovations, mask fitting etc. Carry university supplied cell phone.

Risk associated with equipment failure, chemical spills, and bulk liquid nitrogen, response to incidents

Physical: relocation of equipment and contents of labs, offices, walk-in fridge/freezer

Chemical: exposure to lab chemicals e.g. routine, waste room, spills, accidental releases i.e. dry ice in cold room

Psychological: dealing with people in stressful situations e.g. delegate tasks during water leak affecting numerous labs & equipment within, unplanned incidents e.g. unknown leak/contaminant in walk-in cooler