

Update

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Safety and Services Technologist

Current Class

Technologies 3

Job Focus

Supervisory Level

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

This position reports to the Scientist who oversees the Safety and Services (S&S) work unit. This position works independently and in a team environment in biological containment Level 1, 2 and 3 laboratories. The primary responsibilities of this position are to support general operations of the S&S work unit, to organize and coordinate use of freezer space for Agri-Food Assurance Section (AFAS), and co-ordinate work site inspections as required under the Alberta *Occupational Health and Safety Act (OHS Act)*, Regulations and Code.

This position organizes and coordinates equipment upkeep, replacement, service and repair and ensures that proper maintenance, calibration/verification, repair, operation, and documentation of these activities, is maintained. This position is responsible for maintaining inventory of reference organisms for AFAS and the appropriate distribution of working cultures and test controls to the labs. This position requires excellent knowledge of the Quality Management System and its procedures, and ISO/IEC 17025 accreditation requirements.

The position is familiar with the OHS Act, Regulations and Code and organizes, coordinates and conducts work site inspections and analysis to ensure that minimum health and safety standards are met. Provides suggestions to management for improvement where minimum standards have not been met. As the Chemical Safety Officer for the section, the position oversees the chemical safety program, including handling, storage and disposal of chemical waste produced by the section. This position is also a representative on applicable committees such as the section's Laboratory Safety Committee, the building's Joint Workplace Health and Safety committee (JWHSC) and at the AFRED departmental OHS committee.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

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Problem Solving

Typical problems solved:

Reporting to the Scientist, Safety and Services, the position is responsible for the timely provision of high quality media, reagents and solutions that meet ISO/IEC 17025 standards. This position is also responsible for provision of various other services which are foundational to the operation of the laboratories and outbreak response readiness. This position also plays a key role in assisting management in ensuring that OHS requirements are met in the section.

This position provides service to all laboratories within AFAS. The services provided vary greatly between laboratories. There are frequently urgent service requests in response to disease/outbreak investigations, which require a high level of adaptability and ability to multi-task while remaining diligent about attention to detail.

The position is responsible for supporting the day to day operation of the media laboratory. They are involved, both independently and working with colleagues, in troubleshooting technical issues with media quality, equipment, reference organisms and more broadly at the section level in handling OHS issues/concerns (helping to determine appropriate corrective/preventive actions).

Types of guidance available for problem solving:

Lab Scientist works closely with this position in problem solving.

Standard operating procedures exist for reference.

Manuals and technical support services are utilized.

This position maintains good working relationships with specialized technical service/support contacts.

This position routinely consults/communicates with Scientists and technical staff in other work units when subject matter expertise is needed.

Position can refer to the OHS Act, Regulations and Code and management when organizing/analyzing work site inspections.

Direct or indirect impacts of decisions:

This position prepares reagents and culture media used to for the detection, isolation, enumeration and identification of pathogenic and non-pathogenic microorganisms. If reagents and media are not prepared correctly it could impact the lab's ability to quickly identify microorganism that could impact food safety and cause disease in humans or animals.

As the OHS representative in the section the position is responsible to ensure staff are complying with the appropriate acts and regulations. Failure to do so could results in injuries to staff.

Key Relationships

Major stakeholders and purpose of interactions:

Interacts with the Scientist and co-workers in the S&S work unit and in AFAS to facilitate smooth unit operations and communication.

- Together with the work unit and Scientist and co-workers, maintains contact with Scientists in the various work units in the section:
 - for future planning of media and service needs
 - to resolve any issues arising in the media preparation
 - to address other section service functions
- Works closely with suppliers and repair personnel, to order consumables or maintain/repair vital laboratory equipment.
- Works closely with management to ensure OHS requirements are met.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Science		

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

- *OH&S certificate or diploma (asset, not requirement)*
- Knowledge of good laboratory practices and laboratory quality assurance.
- Good interpersonal, organizational and team working skills.
- Some knowledge of laboratory equipment and its operation.
- Effective interpersonal skills - ability to work in collaboration with others, be able to integrate, co-ordinate and effectively communicate media related activities with peers and co-workers.
- Ability to work independently.
- Well developed organizational, multi-tasking, and time management abilities.
- Self-motivated team player.
- Strong problem solving skills.
- Ability to respond and adapt to changes in the workplace and to realign activities to section, branch and department operational plans.
- Knowledge of standards, principles and procedures of quality control/assurance to ensure the reliability and accuracy of results.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	<p>Keeping current with the latest scientific evidence and testing methodologies is an important aspect of this role.</p> <p>Be aware of upcoming changes in the OHS act, Regulations and Code and the impact these changes may have on the section.</p>
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>Troubleshooting any quality control failures on culture media and/or reagent preparation, as well as issues with reference organisms and equipment. Position is expected to reach out to other co-workers within team and larger community within department.</p>
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>The position has constantly changing priorities. The incumbent is expected to adjust quickly and anticipate upcoming changes within a reasonable time frame.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p>	<p>Position is expected to work as a team to address work unit workload. Be willing to take on</p>

		<ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	additional duties to support other team members who are experiencing heavier than normal workloads due to an outbreak.
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.