

## Laboratory Assistant

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### **DEFINITION**

This is routine work involving the performance of non-technical and limited semi-technical duties in a sewage treatment, water treatment or power plant laboratory.

Work involves responsibility for performing a variety of housekeeping laboratory tasks and simple, routine tasks. Duties include preparing, cleaning, sterilizing and caring for laboratory equipment, supplies and materials in accordance with established methods and procedures. Although specific instructions and close supervision are received in the performance of newly assigned tasks, the degree of supervision lessens as employees become familiar with routine assigned work. Work is performed under the supervision of a technical superior and is subject to review by observation or analysis upon completion, or when equipment, materials or supplies are used.

### **TYPICAL DUTIES \***

Washes and sterilizes all utensils, glassware and related items used in a laboratory; and cleans laboratory equipment including installed equipment such as laboratory tables, chairs, cupboards, desks, refrigerators, incubators and sinks.

Collects samples from various designated points in accordance with-prescribed procedures or as directed.

Assists technicians in performing tests by preparing samples, assembling equipment, materials and supplies and transposing test results.

Performs elementary tests such as Chloride and pH tests and records results for analysis by technician.

Performs related work as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Some knowledge of laboratory techniques, equipment and routine cleaning and sterilizing methods.

Some knowledge of the principles and practices of elementary chemical and bacteriological examination and testing.

Ability to learn in a reasonable amount of time routine, non-technical and limited laboratory duties and use of laboratory equipment, supplies and materials.

Ability to understand and follow written and oral instructions.

Manual dexterity sufficient for skill in the performance of laboratory duties.

Good eyesight to permit accurate reading of various laboratory instruments and equipment; normal colour perception to permit accurate observation of colour associated tests.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Completion of the twelfth (12th) school grade including at least grade 12 chemistry and biology, or the one (1) year pre-technology course (including the chemistry options) at N.A.I.T. or equivalent institute.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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|-------------------|--|------------|------------|------------|
| Salary Plan       | <u>21M</u>                                 | <u>21A</u> | <u>21B</u> | <u>21C</u> |
| Job Code          | 0729                                       |            | 0730       |            |
| Last Updated:     | 1997-05 (Laboratory Assistant)             |            |            |            |
| Previous Updates: | 1992-08 (Laboratory Technical Assistant I) |            |            |            |
|                   | 1983-06 (Laboratory Assistant)             |            |            |            |
|                   | 1981-08                                    |            |            |            |
| Originated:       | 1973-04                                    |            |            |            |