



Provincial Job Description

TITLE: (521) Scientific Laboratory Assistant **PAY BAND:** 10

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides support to the environmental lab through pre-analytical specimen handling/processing and handling customer inquiries.

QUALIFICATIONS:

- ◆ Water and Wastewater Technician Certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Intermediate data entry skills
- ◆ Ability to work independently
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Valid drivers license, where required by the job

EXPERIENCE:

- ◆ Previous: No previous experience

KEY ACTIVITIES:

A. Specimen accessioning/pre-analytical preparation and processing

- ◆ Prepares water/wastewater/sewage samples for in-house testing and/or dispatches to reference laboratories (e.g. Saskatchewan Research Council).
- ◆ Deals with customer inquiries (e.g., water testing and treatment options).
- ◆ Organizes and prioritizes specimens/tests based on urgency of request, stability of specimen and timing protocols.
- ◆ Enters requisition data, prints bar code labels and labels samples.
- ◆ Aliquots, distributes and/or stores samples.
- ◆ Assesses specimen integrity and adequacy.
- ◆ Scans bar coded specimens, prints lists and packages specimens for transport.
- ◆ Locates specimens when additional tests are required.
- ◆ Performs various protocols and procedures for research.
- ◆ Prepares media reagents.

B. Related Key Work Activities

- ◆ Performs various clerical duties e.g. faxing, scanning, photocopying, report processing/filing, distributing results, booking appointments and telephone reception.
- ◆ Performs data entry, completes requisitions for testing and enters patient data and tests requests for daily routine specimen collections.
- ◆ Compiles various statistics for month/year end reporting.
- ◆ Participates in Quality Assurance/Quality Control programs as required by government regulations and local protocols.
- ◆ Maintains inventory.
- ◆ Ensures proper disposal of specimens, reagents and biohazardous waste as per department procedures and policies.
- ◆ Washes and decontaminates benches, countertops, sinks, cupboards and equipment
- ◆ Maintains and troubleshoots office equipment as required.
- ◆ Provides occasional guidance to the primary functions of others, including training.
- ◆ Sends daily report summaries to regulators and government departments.
- ◆ Identifies, tracks, communicates and corrects errors to improve customer service and satisfaction.
- ◆ Provides information to the provincial auditors' department.
- ◆ Performs a variety of financial transactions including daily reconciliation of accounts.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: December 11, 2018