

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT(HAMILTON WATER – COMPLIANCE & REGULATIONS – ENVIRONMENTAL LABORATORY- LOCATION – 700 WOODWARD AVE.)

LABORATORY SERVICES TECHNICIAN (CUPE 5167)

SUMMARY OF DUTIES

Reporting to the Supervisor Laboratory Services, the Lab Services Technician performs a variety of sample management, data management and reporting, LIMS database management, quality assurance duties associated with the operations of the Environmental Laboratory. The incumbent will handle environmental samples and hazardous chemicals in the performance of their duties. These duties are performed in a fast-paced industrious environment with constantly changing priorities.

GENERAL DUTIES

Evaluates, identifies, receives and accepts samples and associated chains of custody. Logs-in drinking water, wastewater, biosolids and industrial waste samples in the computerized Laboratory Information Management Systems (LIMS) database, following the requirements of MECP licensed, SCC/CALA accredited laboratories. Allocates pricing as appropriate. Receives payments from clients.

Monitors and tracks submission of mandatory samples as per regulations, licences, orders, ECAs and established sampling schedules. Follows-up about missing samples.

Assists in coordinating testing requirements from clients, preparing/organizing sample bottles, coolers supplies.

Implements and maintains consistent login protocols to ensure that data is searchable for data requests and for export to client data management systems.

Assists in maintaining LIMS data base including analytical menus, client database, sample demographics, bulk login protocols, pricing and quotations. Maintains an inventory of analytical menus. Reviews and updates bulk login protocols due to changes in regulations, licences, orders, ECAs, analytical methods, client projects. Assists in an annual pricing update. Assists in changes to historical LIMS sample demographic information as requested by clients.

Is responsible for subcontracting samples following MECP licensed, SCC/CALA accredited lab protocols. Packs coolers and processes subcontract data.

Prepares final analytical reports using a variety of media, for regulatory and non-regulatory samples, for supervisor's signature.

Orders, tracks, receives, and stocks chemicals or equipment as required according to MECP licensed, SCC/CALA accredited protocols.

Delivers and maintains inventories of glassware, chemicals and supplies throughout the laboratory. Arranges for verification of supplies, standards and equipment with appropriate departments and stocks shelves. Maintains packing slips and processes invoices by allocating appropriate account or PO information.

Creates queries and exports analytical laboratory data; creates and modifies complex spreadsheets for summary reports for Regulatory bodies (MECP), accreditation bodies, clients, staff requests and/or financial/budget purposes. Compiles and prepares information for quality assurance reports and management review reports.

Use the Intelex BCOS database to ensure control of documents. Prepares/reviews quality control documentation such as Standard Operating Procedures and control charts to ensure compliance with Laboratory Accreditation requirements.

Removes sample bottles (containing hazardous wastes and chemicals) from refrigerators, cupboards and the walk-in cooler for disposal according to standard procedures.

Charges and labels containers for sampling purposes, sub-samples and/or filters and/or preserves samples according to standard procedures using highly concentrated acidic and basic preservatives.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

QUALIFICATIONS

1. Demonstrated proven knowledge of the theories and principles of chemical or related sciences normally acquired through the completion of a College Diploma or University Degree in chemistry or related science or an equivalent combination of education and work-related experience in an ISO accredited/MOE licenced laboratory.
2. Previous demonstrated experience working in an ISO accredited/MECP Licenced laboratory environment.
3. Thorough knowledge of terminology used in microbiology and chemistry.
4. Knowledge of the Ontario Safe Drinking Water Act and the associated Ontario Drinking Water Regulations.
5. Proven ability to understand and apply technical concepts with various levels of complexity. Possesses strong ability for precision in details and focus on accuracy.
6. Previous demonstrated experience in a computerized environment. Proficiency in Microsoft Office Suite. Previous demonstrated experience in use of databases. Experience with Laboratory Information Management Systems and software (LIMS) preferred. Ability to accurately input data at an acceptable speed across multiple software systems. Experience with Crystal Reports software preferred. Experience with an electronic quality management system database preferred.
7. Previous demonstrated experience in document control, records control, filing, completing forms, verifying preparing and maintaining documents/records/invoices.
8. Strong interpersonal skills with proven customer service skills. Ability to work well with customers and an ability to adopt a customer perspective.
9. Strong verbal and written communication skills. Excellent command of the English language both written and verbal.
10. Demonstrated ability to work independently and in a team environment as well as demonstrating excellent tact, judgment and responsibility in a fast-paced environment.

11. Must have good organization skill, demonstrated ability to work under pressure and multi-task by performing a variety of tasks simultaneously with frequent interruptions and constantly changing priorities while maintaining accuracy and precision.
12. Must be flexible in work schedules and available to work overtime.
13. Previous demonstrated experience with the safe handling of laboratory chemicals, hazardous waste and environmental samples.
14. Must be able to lift up to 25 kg (sometimes heavier).

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.