

## Laboratory Technician

*Staff at St Columba's College are called to be coworkers in the ecclesial mission of witnessing and proclaiming God's reign.*

**The Laboratory Technician is appointed by the Principal and is directly responsible to the Domain Leader of Science. Matters concerning conditions of employment shall be directed to the Head of Human Resources.**

**The Laboratory Technician is expected to support science staff in the preparation and delivery of practical classes and to assist with the management of equipment and supplies.**

**As a staff member of St Columba's College, the Laboratory Technician is expected to support the College philosophy and the values as articulated in the College Mission and Values Statement – Learning, Community, Hope, Justice and Faith.**

### KEY AREAS OF RESPONSIBILITY

#### General Duties

1. To assist with the preparation and deployment of apparatus required by science staff for teaching purposes
2. To assist with the collection, cleaning and storage of apparatus and materials used by science staff for teaching purposes
3. To assist with the order and cleanliness of the laboratories, stores and preparation rooms
4. To assist with the care, maintenance, security and systematic storage of apparatus and materials and report any defective apparatus
5. To assist with the trial and evaluation of new experiments and the improvement of current experiments
6. To ensure that Risk Assessments are available for each experiment that includes the use of hazardous chemicals (with reference to appropriate MSDS)
7. To ensure that the MSDS Folders are updated (located in the Science Department and Front Office)
8. To report any faults in gas, water and electrical supplies and ensure that any such faults are attended to
9. To assist with the maintenance of safety and first aid equipment
10. To carry out basic maintenance of apparatus and inspect chemical and biological stocks to ensure that new supplies are ordered when necessary
11. To assist teachers with the supervision of practical classes and to attend excursions when necessary
12. To prepare materials required for individual practical classes when requested At least two days written notice is normally required Larger units require at least one week's notice
13. To be responsible for the safe disposal of biological and chemical residues and other waste materials
14. To attend Domain Meetings
15. To attend relevant inservice activities when time is available (subject to Domain Leader's approval).
16. To assist science staff in the delivery of workshops at conferences.

**Specific Duties**

1. To keep glassware clean and in the correct place
2. To replenish contents of reagents bottled from stock solutions
3. To make up stock solutions and reagents as required
4. To be primarily responsible for the maintenance of plant, equipment belonging to allocated laboratories
5. To be primarily responsible for the set up and support of activities conducted in allocated laboratories
6. To purchase and maintain adequate supplies of materials for the Department.

**End of Term Duties**

1. To undertake general cleaning and maintenance of laboratory apparatus and facilities
2. To assist with stock taking and inventory control.

**Other Duties**

To undertake other duties as directed by the Principal and the Domain Leader of Science.

**CONDITIONS**

Conditions are as per the *Victorian Catholic Education Multi Enterprise Agreement* (The Agreement) and St Columba's College employment policies.

**Hours of Duty:** 38 Hours per week

**Leave:** Seven weeks leave. One week each term break and four weeks leave during the Christmas break (dates to be determined by the Head of Human Resources and/or Business Manager)

**Salary Scale:** School Officer Category C salary, as per The Agreement

*St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including child safe standards. The College's Child Safety Code of Conduct is available on the College's website.*

Updated 2014