Posting Form

Position Information

<table>
<thead>
<tr>
<th>Posting Type</th>
<th>Select Type</th>
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<tbody>
<tr>
<td>Position Title</td>
<td>Laboratory and Greenhouse Coordinator</td>
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<tr>
<td>Position Number</td>
<td>TR0234</td>
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<tr>
<td>PED/Level or Role Profile/Grade</td>
<td>PED 119, DD014D, level 14</td>
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<tr>
<td>Faculty/Unit</td>
<td>Agricultural &amp; Environmental Sciences – Macdonald Campus</td>
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<tr>
<td>Department/Area</td>
<td>Department of Plant Science</td>
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<tr>
<td>Reporting to</td>
<td>Chair of Department</td>
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<tr>
<td>Salary Range</td>
<td>$28.32 per hour (step 1) – $39.07 (step 12)</td>
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<tr>
<td>Hours</td>
<td>35 hours</td>
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<tr>
<td>Contract Duration</td>
<td>This is a regular position</td>
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Position Summary

Oversees the day-to-day operations of several laboratories and departmental research facilities (phytorium, research greenhouse). Coordinates technical and administrative support for teaching activities and research needs taking place in these facilities.

Duties and Responsibilities

SUPPORT TO TEACHING ACTIVITIES

Provides equipment and prepares materials for lab sessions; arranges for clean-up of premises after sessions. Demonstrates techniques and proper use of equipment to TA’s. Works with professors to improve methodology for experiments or to plan and test new experiments and demonstrations in advance of start of academic year. Resolves problems, especially when laboratories are in progress. Carries out literature searches in order to improve teaching methods. Compiles and updates lab manuals to factor in new experiments and revised methodology.

Organizes and oversees work of teaching assistant(s) and other temporary workers; participates in their selection, training and evaluation. Acts as liaison between professors and TA’s. Provides technical expertise.

Responsible for ensuring safe operation of laboratories and coordinates appropriate storage, handling, and disposal of biohazardous waste.

 Receives, prioritizes, and processes requests for plant material, supplies and space required for hands-on experiments in teaching greenhouse during each academic semester.

Arranges for transportation for student field trips. Liaises with bus provider for purchase order, booking, insurance, payment, etc. Tracks and reports on teaching-related expenditures.
SUPPORT TO RESEARCH ACTIVITIES AND RESEARCH FACILITIES

Provides support and technical expertise to departmental researchers and responds to a wide range of requests, including providing specialized data or financial information/forecasts to be included in grant applications.

Acts as resource to academic staff with regards to a variety of issues (e.g. McGill procurement system, especially for a complicated order; or project feasibility and scheduling; or data analysis). Advises researchers on acquisition of new scientific equipment with a view to avoiding redundancy and ensuring that suitable location for new equipment under consideration is available prior to its purchase.

Oversees day-to-day operation of the Department’s Phytorium, Quarantine growth chamber units and Research greenhouse. Oversees work of Technician responsible for equipment maintenance/repair needs (plumbing, ventilation, electrical & electronic) in Research greenhouse and in Phytorium.

Monitors computer-controlled system in Phytorium. Responds to after-hour alarms accordingly. If necessary, contacts Campus Security or Facilities for emergency interventions.

Oversees department’s common technical equipment and facilities (e.g. liquid nitrogen service, autoclaves, ice machines, Applied Biotechnology laboratory, solvent storage room, minus 80C freezers, walk-in cold rooms). Instructs research users on proper use; conducts periodic inspection and maintenance. Records use.

ADMINISTRATIVE RESPONSIBILITIES

Orders supplies required for laboratories. Maintains inventory of materials and equipment used in teaching laboratories. Contacts suppliers for price quotations; submits cost estimates to department for review/budget forecasts.

Is designated Area Access manager for Plant Science facilities. Reviews and updates access protocols; controls Lenel proximity card readers; activates and revokes access to staff accordingly.

Serves on Department’s safety committee; advises research lab users on safe laboratory practices, hazardous waste disposal methods and on safe use of laboratory equipment. Identifies and reports unsafe practices, if any, and makes recommendations on remedial action.


| Education and Experience | Undergraduate degree (Biology or Science or Chemistry), 2 years’ related experience. |
Other Qualifying Skills and Abilities

Demonstrated knowledge of botanical plant families and plant growth in greenhouse and growth chambers, including demonstrated knowledge of pesticide application. Knowledge of chemistry and molecular biology equipment and techniques. Proven organizational and communication skills. Ability to take initiative, work independently and act proactively in carrying out duties. Must possess a team-orientation approach, and a solid understanding of scientific research methods and phases of research projects. Attention to detail in all aspects of work. Ability to guide students and interact well with others. Strong proven ability to resolve problems and monitor laboratory equipment and greenhouse control systems. Must hold, or will need to acquire, a Quebec pesticide applicator certificate (CD10, for use in buildings for horticultural purposes). Must be able to perform some physical duties, such as frequent upper-body rotations, lifting, carrying, and climbing ladders. Ability to work in a computerized environment, using e-mail, Internet, MS software (Excel, Word, Powerpoint), databases, Minerva and MMP. Proficiency in writing reports in English. Valid driver’s license, an asset. Languages: English, spoken & written. French, spoken.

Additional Information (optional)

How to Apply

By e-mail. Submit c.v. and cover letter to: hr.macdonald@mcgill.ca

Deadline to Apply

August 2, 2019