

Job Offer

Job Title : Laboratory Technician - Building Systems Engineering Technology (Part-Time)

Reference number : S-22-23-2994

Job Category (Job Alert) : Building Technology

Department : Academic Sector

Services : Faculty of Science and Technology

Immediate Supervisor's Name : Carl Beaulieu

Position Status : Regular Part-time

Length of the contract : Permanent

Work Location : Vanier College

Work Schedule : T.B.D. Mon - Fri (21 hours per week)

External Posting Start Date : 2023-02-01

External Posting End Date and Time : 2023-02-14 17:00

Salary Scale : \$24.21 - \$32.32

Expected Start Date : 2023-03-13

Vanier College is an English-language public college with more than 6000 daytime students from over 90 different nationalities. We have a thriving Continuing Education division that provides services to adult learners, international students as well as to community and corporate clients. Vanier has approximately 1000 employees and offers a stimulating work environment and a beautiful green campus. Our dynamic faculty and staff enjoy numerous benefits including an employee assistance program, employee fitness programs, professional development, daycare, educational fee waivers as well as music concerts and other activities.

Our institution is committed to ensuring representation in its community; consequently, Vanier College welcomes applications from members of visible minorities, ethnic minorities, women, Indigenous peoples, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. The institution maintains its commitment to excellence in Education and recognizes that increasing the diversity of its staff supports this objective.

We offer a remarkable range of job opportunities so we invite you to navigate our job postings and apply so that you too can become a proud member of the Vanier College Community.

Description :

Reporting to the Assistant Dean, the Building Systems Engineering Technology Laboratory Technician assists teachers in the preparation, presentation, supervision, and evaluation of laboratory work. The Building Systems Engineering Technology (BSET) Laboratory Technician also ensures that laboratory and resource materials, equipment, and facilities are properly maintained.

More specifically, but not limited to, the Building Systems Engineering Technology Laboratory Technician works in conjunction and consultation with other staff, the department coordinator and teachers, and completes tasks in the following areas:

- Prepares, sets-up, and takes down all laboratory areas with the necessary equipment, instruments, supplies, etc., as requested by teachers, coordinator, etc.;
- Operates and supervises the operation of all equipment and ensures that the maintenance of the laboratory and demonstration equipment is properly maintained in good mechanical working order;
- Calibrates and maintains equipment, machines, laboratory tools, and other teaching aids;
- Troubleshoots, cleans, and performs regular maintenance and repairs on laboratory equipment and machines and arranges for any necessary servicing and/or repairs, as required;
- Ensures sufficient quantities of materials are available for the successful completion of the laboratories and that items are in good condition;
- Maintains the Building Systems Engineering Technology laboratory equipment for use in teaching Heating, Ventilation, and Air Conditioning (HVAC); refrigeration; electricity; and plumbing;
- Assists in the installation of equipment;
- Ensures that all facilities, resource areas, storage rooms, and laboratories are clean, orderly, and secure;
- Supports students during laboratory activities, in collaboration with the teachers, and performs the duties of a demonstrator, monitor, supervisor, and evaluator using course criteria, as required;
- Acts as a resource person for students;
- Participates in the selection of equipment and instruments and instructs teachers in their proper use;
- Contributes to the development and improvement of the department's laboratory space and facilities;
- Assists teachers in the construction and development of new demonstrations and laboratory experiments;



- Assists with extra-curricular events sponsored by the College or Department, as required;
- Maintains an up-to-date electronic inventory of equipment, supplies, tools, etc. and maintains a repair log;
- Ensures compliance with security measures, health and safety standards, and WHMIS (Workplace Hazardous Materials Information System), during the use, handling, and storage of chemicals, equipment, instruments, and facilities;
- Maintains current health and safety standards and WHMIS (Workplace Hazardous Materials Information System) knowledge and training;
- Performs regular safety checks and maintenance on facilities and equipment, etc.;
- Assists in the collection and disposal of all chemical, substance, and hazardous waste;
- Reports all problems and equipment malfunctions and broken and lost items;
- Provides assistance for examinations and make-up examinations, as required;
- Supports, trains, and works in conjunction with occasional workers and student help, as required;
- Attends department and college meetings as requested; shares knowledge of program, pedagogy, scheduling issues and concerns; and works within College and department rules and regulations;
- Reports all problems and equipment malfunctions and broken and lost items;
- Supports, trains, and oversees occasional workers and student help, as required;
- Uses appropriate Information Technology and communication tools, as required;
- Researches and prepares purchase requisitions for new equipment, purchases, and replacement items in a timely manner and in coordination with the department;
- Prepares work and other requisitions, as required.

Other related tasks which fall within the scope of the classification of this position may be assigned.

Schedule: Monday to Friday schedule (21 hours per week) – to be determined every semester, with seasonal layoff (0.4269 annual workload)

Classification: Technicien ou technicienne en travaux pratiques (Laboratory Technician)

Requirements :

Qualifications:

- A Diploma of College Studies in appropriate technical field, or equivalent;

Conditions related to the specific position:

- Valid Refrigeration Technician License from the Commission de la Construction du Québec (CCQ) (an asset);
- At least one (1) year of pertinent experience and knowledge of Building Systems equipment (to be tested);
- Strong English oral and written communication skills (to be tested);
- Functional French oral and written communications skills (to be tested);
- Basic knowledge of Microsoft Outlook, Word, and Excel (to be tested);
- Ability to use a variety of building systems equipment, hand tools, and electronic measuring equipment;
- Ability to troubleshoot, problem-solve, and prioritize;
- Excellent organizational and communication skills;
- Understanding of College students and ability to work with them;
- Ability to work independently and maintain safety precautions;
- Excellent communication skills, with strong interpersonal skills;
- Proven ability to work effectively as a team member and to collaborate with colleagues, patrons, and students.

Comments :

If your work experience has changed since your last visit, please be sure to attach a new resume.

Note that a cover letter is mandatory, please be sure to attach yours.

If you are applying on a mobile device (smartphone, tablet), you will receive an acknowledgment email asking you to go update your file by attaching your CV in order for your application to be considered.

We thank all those who apply, however only those selected for an interview will be contacted.

