

**JOB DESCRIPTION**

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| <b>Job Title:</b>  | <b>Summer Field Technician</b>            |
| <b>Reports To:</b> | <b>Senior Biologist, Junior Biologist</b> |

**Role**

The Field Technician is responsible to assist with planning, preparing, and implementing tasks necessary for successful field programs.

**Authority**

The Field Technician has the authority to respond appropriately when faced with unforeseen environmental risk factors while conducting field work. The Field Technician has the authority to procure goods required for water testing excursions.

**Qualifications**

- ◆ Must be between 15 and 30 years old
- ◆ Full-time student and continuing studies in the fall 2018
- ◆ Valid driver's license
- ◆ Outdoor experience and training
- ◆ Route/trip planning experience
- ◆ First Aid and other relevant Safety Training
- ◆ Risk Assessment

**Duties and Responsibilities**

The Field Technician is responsible to maintain open and productive communication with the following individuals in the course of fulfilling their duties:

- ◆ Junior & Senior Biologists towards planning and implementation of field activities
- ◆ Suppliers towards procuring goods
- ◆ Principal / Operations Manager towards managing work schedule

**Responsible to adequately prepare for field testing, including the following activities:**

- ◆ Order correct bottles for test types
- ◆ Label bottles appropriately
- ◆ Prepare coolers and other field gear
- ◆ Complete Hazard Identification Review, following safety requirements
- ◆ Request Fish Research Licenses
- ◆ Gather safety equipment
- ◆ Gather appropriate maps in support of trip planning
- ◆ Participate in trip planning meeting
- ◆ Arrange for appropriate equipment to conduct testing, this may include:
  - Rental of ATV, boat, canoe, trailer or truck as required
- ◆ Plan itinerary
- ◆ Prepare vehicle for travel
  - Complete vehicle checklist
- ◆ Pack all required gear

**Responsible to support field projects, including the following activities:**

- ◆ Navigate to nearest access point to test site, often through use of GPS coordinates
- ◆ Unload and carry testing gear to test site
- ◆ Support preparation of field site as required, this may include:
  - Setting up survey distances
  - Boat launching
  - Measuring water depth, velocity, and other environmental parameters
- ◆ Gather environmental data using the YSI Meter or similar device
- ◆ Log environmental data

**Responsible for field program completion, including the following activities:**

- ◆ Label field samples appropriately
- ◆ Download camera and GPS data to the server
- ◆ Expedite samples for arrival at lab within 24 hours:
  - Pack coolers securely for transport to lab,
  - label appropriately
  - Preserve samples as required (frozen, chilled or preserved)
  - Arrange for shipping and deliver to freight company as required
- ◆ Unpack and clean equipment, return to storage
- ◆ Clean, fill and return rentals
- ◆ Fill out hazard report, debrief accidents, equipment forms as necessary and provide to Senior Biologist

**Responsible for office support activities including the following:**

- ◆ General computer support activities including:
  - Data entry and summaries
  - Naming of files
  - New software updates and routine maintenance of computers
  - Purchase and preparation of new computers
- ◆ Procurement of office supplies
- ◆ Management of office improvement projects
- ◆ General administrative support including:
  - Mail preparation & delivery
  - Printing, sorting, stapling of project reports
  - Preparing files for electronic distribution

**Knowledge, Skills & Abilities**

- |                       |                                 |
|-----------------------|---------------------------------|
| ◆ Outdoor awareness   | ◆ Equipment maintenance         |
| ◆ Safety and security | ◆ Critical thinking             |
| ◆ Equipment selection | ◆ Physical strength & endurance |
| ◆ Navigation          | ◆ Problem sensitivity           |
| ◆ Driving             |                                 |

**Working Conditions**

The internal work environment is an open office environment with 80% of time sitting and 20% standing or moving. Field sampling varies each month, where working conditions encompass outdoor environmental factors including extreme hot, cold, or rainy conditions, carrying heavy loads through rough terrain, and working in and around water in rugged and/or remote territory.

**Direct Reports**

No direct reports