



**Type of Position** Support Full Time  
**Department** OARI Operating  
**Campus** Frost  
**Location** Lindsay, ON  
**Date Posted** 05-14-2022  
**Date Closed** 05-29-2022

**Job ID** 2450  
**Full/Part Time** Full Time  
**Regular/Temporary** Regular  
**Hours per Week** 35.00  
**Pay Band** L  
**Salary Range** \$44.87 to \$51.98 Hourly

**What Are We About:**

Fleming is located in the heart of the Kawartha Lakes Region in Central Ontario... a beautiful place to live and work, surrounded by natural beauty and a mere 90 minutes north-east of Toronto. The College's 6,800 full-time and 10,000 part-time students, including hundreds of international students from countries around the world, attend at campus locations in Peterborough, Lindsay, Haliburton and Cobourg. Fleming offers more than 100 full-time programs in Environmental and Natural Resource Sciences, Fine Arts, General Arts and Science, Technology, Skilled Trades, Community Development, Health, Business, and Justice as well as other Continuing Education courses.

We are also extremely proud of our more than 73,000 Fleming alumni who are contributing to their communities in the region, across the province and around the world.

**Who Are We:**

The Office of Applied Research and Innovation (OARI) infuses applied research culture across Fleming College through education, seeking and acquiring funding opportunities, developing partnerships locally, provincially, nationally and internationally and advocating the value of research in an applied learning environment. Within the umbrella of the OAR is Fleming's Centre for Advancement of Water and Wastewater Technologies (CAWT) which is an applied research institute that supports innovative water and wastewater technologies through R&D, testing and verification, and demonstration projects. The CAWT has expertise in a wide range of technologies and can host small experiments and pilots on site as well as monitoring full scale demonstrations in communities and in industrial settings in cooperation with partnerships provincially, nationally and internationally.

**What This Position is About:**

The CAWT Lab Coordinator is responsible for overall daily coordination of work in the CAWT analytical laboratory. This role develops and implements appropriate laboratory protocols, methods, and QA/QC procedures for the analytical laboratory and is responsible for maintaining ongoing accreditation standards (ISO 17025 and ISO 17020). The incumbent is responsible for tracking the analytical laboratory budget, purchasing laboratory supplies (under the approval of the CAWT Manager), and the coordination of laboratory human and physical resources.

The incumbent will oversee all laboratory instrumentation, including coordination of repairs or troubleshooting, working with external vendors to resolve challenges, and obtaining quotes as required. The incumbent will coordinate the work of laboratory technicians, students and others as necessary to meet lab service deliverables. The incumbent will develop, organize and oversee CAWT lab operations ensuring safe, accurate and effective use of facilities and equipment and that all laboratory health and safety procedures are developed and followed for the protection of students, staff, faculty, and visitors.

The incumbent oversees all laboratory method development and training. On occasion the incumbent will perform laboratory analysis following standard methods.

This position works closely with the CAWT Manager, to ensure services and projects are completed on time, on budget and to the satisfaction of the client or partner.

The incumbent will maintain effective relationships with industry clients, external agencies and internal partners and will prepare project documentation, including progress and final reports as required.

**Please Note: This position has been designated as hybrid/partially remote and is expected on-site 50% of the time.**

**For More Information:**

For a complete job description, please refer to the document found here: [Job Description](#)

Explore what Fleming College has to offer and the beautiful communities we are surrounded by. Check out [Life@Fleming](#).

### **What We Are Looking For:**

- 4-Year degree in Analytical Chemistry, Molecular Biology, Organic Chemistry, Water or Wastewater Engineering or other lab-based disciplines; Master's preferred
- Minimum of five (5) years of practical, related working experience in the following:
  - Experience overseeing the operations of a laboratory (with several analytical methods and staff), in a managerial or supervisory capacity; experience overseeing an ISO accredited laboratory an asset.
  - Practical, related working experience in the following: Analytical and Environmental Chemistry methods, and instrumentation, including Mass Spectrometry, Atomic Absorption, ICP Spectrometry, Ion Chromatography. Working knowledge of analytical chemistry techniques including analysis of water, wastewater, and soil samples.
  - Experience coordinating and directing the work of several personnel (5+)
  - Experience repairing, maintaining and trouble shooting, calibrating and operating a wide range of highly technical and sensitive instrumentation; experience creating analytical chemistry methodologies for environmental applications.
  - Expertise and experience in analytical methods that are used in research projects and in quality assurance as relates to research design and planning.
  - Strong interpersonal, planning and communication skills required. Practical experience in organizational techniques and inventory control. Ability to liaise with outside agencies and industry. High level of analytical and problem solving expertise.
  - Advanced spreadsheet and work processing skills.
  - Experience with and knowledge of health and safety legislation.
  - Knowledge of and experience with ISO 17025 and ISO 17020 standards an asset.
  - First Aid, CPR, WHMIS and confined space awareness training is preferred.

### **Please Note – Support**

*Internal candidates will receive first consideration in accordance with our Full Time Support Staff Collective Agreement. Only candidates selected for an interview will be contacted. Thank you for your interest in joining the Fleming College family.*

### **How To Apply**

Internal Candidates can apply by going here: My Self Service > Recruiting > Careers or My Campus > Career Opportunities

External candidate can apply by visiting our website: <http://www.FlemingCollege.ca/Careers>.

### **Equity, Diversity & Inclusion**

Fleming College is committed to building diverse, equitable, inclusive, and accessible learning and working environments. We welcome those who would contribute to the further diversification of our Staff, our Faculty and our Administration including, but not limited to, women, racialized persons, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity to apply.

We believe in and promote the rights of all persons with disabilities and commit to ensuring accommodations available throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform our Human Resources staff of the nature of any accommodation(s) that you may require to ensure your equal participation. To obtain a copy of this document in another format please e-mail [HR@flemingcollege.ca](mailto:HR@flemingcollege.ca).