

Lab Coordinator/Manager Position

The position details and responsibilities are expected to be as follows:

- This position reports to the Project Manager at KHM as well as the Field Lead.
- The position includes both office and field work - field work includes travel requirements locally, generally home every night.
- The office portion includes the role of Lab Coordinator/Manager and will require the following duties, at a minimum:
 - Receive and process air cassettes for analysis (NIOSH 7400 for PCM Analysis of Asbestos and Other Fibers),
 - Lab set up and calibration,
 - Reading samples and filling out required paperwork,
 - Report writing,
 - Participation in inter- and intra-lab QA/QC, and
 - Record keeping.
- Time in this role is expected to compose 60-70% of the week.

The field portion includes the role of Field Technician and will require the following duties, at a minimum:

- Travel to and from local work sites (e.g., Creston through Golden in the East Kootenay),
- Set up of air monitoring equipment,
- Properly entering and exiting work area containments - including the use of PPE for protection against hazardous materials such as - asbestos and lead,
- Filling out required paper and COCs, and is
- Often followed by the Lab Coordinator roles, as detailed above.
- Time in this role is expected to compose 30-40% of the week.

The anticipated start date is January 3, 2021 and will be flexible based on your travel and living arrangements.

We require that all KHM staff are fully vaccinated against COVID-19, for the safety of our staff and others, and for the ease of travel that is required to participate in some of the required training (e.g., Vancouver, Ontario, the USA).