

LABORATORY SUPPORT REPAIRER
RW-3515-13

INTRODUCTION

This position is located in the Department of Forensic Sciences (DFS), within the Public Health Laboratory (PHL). The mission of the DFS is to provide high-quality, timely, accurate, and reliable forensic science and public health laboratory testing services using best practices and best available technology, focusing on unbiased science and transparency, to enhance public safety and health.

The position serves as a Laboratory Support Repairer, responsible for facility maintenance, providing program support; and performs special assignments and projects for the PHL.

DUTIES

Performs various phases of repair work, installation, modification, and maintenance of air conditioning, refrigeration and cooling equipment and systems; and recognized as an expert in identifying problems and issues of major significance to the operation the building which houses Biosafety Laboratory (BSL3) suites; the incumbent recommends major mechanical repairs, removal and replacement of obsolete equipment, modification of existing systems, selections of new equipment, supplies, parts, materials, and regular and preventive maintenance schedules.

Acts as a troubleshooter for highly complex problems and assists Building Engineers in repairs that involve the DFS Annex facility's central air conditioning system(s). Diagnoses and resolves malfunctions that affect the adequacy and efficiency of the systems operation. Recognizes the cause of faulty equipment and recommends mechanical repairs, modifications and or relocating equipment to correct exiting situations or the removal of obsolete systems that are not practical to repair or to keep in service especially for equipment or systems that are for specific or critical climatic conditions in the laboratories and other experimental or test areas.

Assists the Bioterrorism Coordinator in maintaining the efficiency of the laboratory in meeting daily schedules, deadlines, priorities, etc.; participates in the continuing review of procedures, and devise means of improving, consolidating and/or standardizing administrative forms and procedures related to building maintenance.

Interacts with the supervisor on day-to-day operations of the laboratory, and informs the supervisor of any inconsistencies.

Coordinates and resolves general matters and other appropriate issues and projects related to the functional responsibilities of the laboratory facility.

Provides immediate and continuing support by briefing the supervisor and Bioterrorism Coordinator on the variety of confidential matters pertaining to administrative and maintenance operations, recommends courses of action, and keeps the supervisor informed as needed.

Exercises judgment and discretion in determining whether to personally handle situations for which there is no clarity or existing precedents or refer such matters to the supervisor.

Occasionally retrieves clinical specimens and environmental samples from various clinics, healthcare providers, and other locations and ensures that the chain of custody form is submitted and the number and type of specimens and samples submitted are consistent.

Ensures that the chain-of-custody forms are submitted and the number and type of specimens and samples submitted are consistent.

Enters, retrieves and stores data such as emails, records, correspondence, and other essential program and maintenance/repair information in an efficient manner.

Obtains, coordinates and prepares documents and programmatic information associated with Biosafety; and receives and reviews incoming correspondence related to the same on an as needed basis.

Responsible for taking DFS' vehicles to get serviced, fueled, cleaned, and for any maintenance related needs.

Prepares reports as required to ensure that the objectives of the laboratory are achieved.

Drives to various locations upon requests.

Performs other related duties as assigned

SKILL AND KNOWLEDGE

Expert knowledge, skills and ability is required to repair and overhaul a variety of laboratory equipment, commercial and industrial systems that are designed to reach and maintain critical and extreme conditions under a variety of circumstances.

Comprehensive knowledge of refrigeration, special temperatures/thermostats that are associated with laboratories, specimen cabinets, offices, etc.

Expert skill to plan and lay out work to meet a variety of critical requirements and ability tests and the ability to determine the size, shape, and the location of close fitting ducts and install or plan the installation of them so heat and exhaust is directed outside the test chamber without affecting the critical conditions, also icing spray frames are made and installed to direct moisture on critical parts of the equipment that is being tested and ensures that the conditions of the experiment or test are met.

Ability to modify, alter or substitute components and elements of various systems to meet the specified pressure-temperature characteristics.

Thorough knowledge of the mission, functions and operational policies and procedures of the organization in order to effectively, accurately and expeditiously complete work assignments in concert with the overall established operational objectives.

Thorough knowledge of pertinent regulatory laws, and practices to appropriately resolve problems, make sound recommendations and provide authoritative information to support recommendations.

Ability to determine best practice when analyzing or evaluating methods and techniques to resolve problems, conduct research, gather information, and make recommendations.

Ability to effectively communicate with others both orally and in writing and formulate and present report conclusions, explain and interpret factual information and ensure cohesive and cooperative efforts.

Ability to exercise tact, discretion and skill when interacting with persons from other DFS offices, District agencies and vendors.

Ability to utilize a PC, and will be required to learn various types of software applications for reporting purposes.

RESPONSIBILITY

Work under the general supervision of the PHL Special Assistant, who discuss long range goals and departmental policies and goals to ensure that maintenance and repair functions are carried out effectively and expeditiously in addition to preparing reports and other data associated with reports/documents. The incumbent is expected to repair and modify equipment to meet operating standards, correct default conditions.

The supervisor is available for advice or assistance and the incumbent consults the supervisor on highly complex problems which are unique or cannot be resolved internally or on administrative problems such as the need for additional and/or new equipment; and the incumbent is expected to complete assignments without undue interruption(s). Judgment is utilized when making difficult decisions concerning the appropriate approach/method to use to meet the critical climatic conditions for various types of systems.

The work is reviewed for meeting deadlines, and expected results.

The work affects a wide range of PHL activities, as well as accuracy, reliability or acceptability of further processes and procedures.

PHYSICAL EFFORTS

Physical effort is required to maneuver equipment/systems into and out of specific locations while dismantling and reassembling/modifying. Frequently carry and set up parts and equipment that weigh up to fifty (50) pounds. Hoists, holders, and pulleys are operated when removing units such as large compressors, condensers, and chillers. Makes repairs and installations from ladders, scaffolding and platforms where the parts of systems worked on are frequently in hard-to-reach places; therefore, stooping, stretching, bending, and kneeling are may be frequent.

Occasionally, upon request the incumbent is required to drive to various locations.

WORKING CONDITIONS

The work is performed primarily in both an office and laboratory setting; however, the incumbent may be required make visits to other locations.

The majority of the assignments are performed inside where the incumbent is frequently subject to sudden temperature changes when working on equipment such as walk-in freezer units. Occasionally work is performed in cramped areas. Uncomfortable face masks and protective clothing may be occasionally worn when there is a possibility of exposure to toxic refrigerants and is subject to large amounts of escaping gases when making emergency repairs. May be subject to cuts, burns, electrical shocks, and respiratory ailments; and exposure to repeated, prolonged or concentrated amounts of refrigerant gases may cause toxic effects to eyes, skin, and internal organs.

OTHER SIGNIFICANT FACTS

The incumbent must possess and maintain a valid motor vehicle operator's license.

A master mechanical license is required.

SPECIAL REQUIREMENTS

This position's duty station will be housed within the Public Health Laboratory's Annex location housed at 7 DC Village Lane. On occasion, the incumbent will be required to complete tasks at the Consolidated Forensic Laboratory (CFL) which is a protection-sensitive facility. As such, incumbents of this position shall be subject to criminal background checks, background investigations, and mandatory drug and alcohol testing, as applicable.