

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place

Job Ref Number: 04075

Service Area: Lincs Laboratory

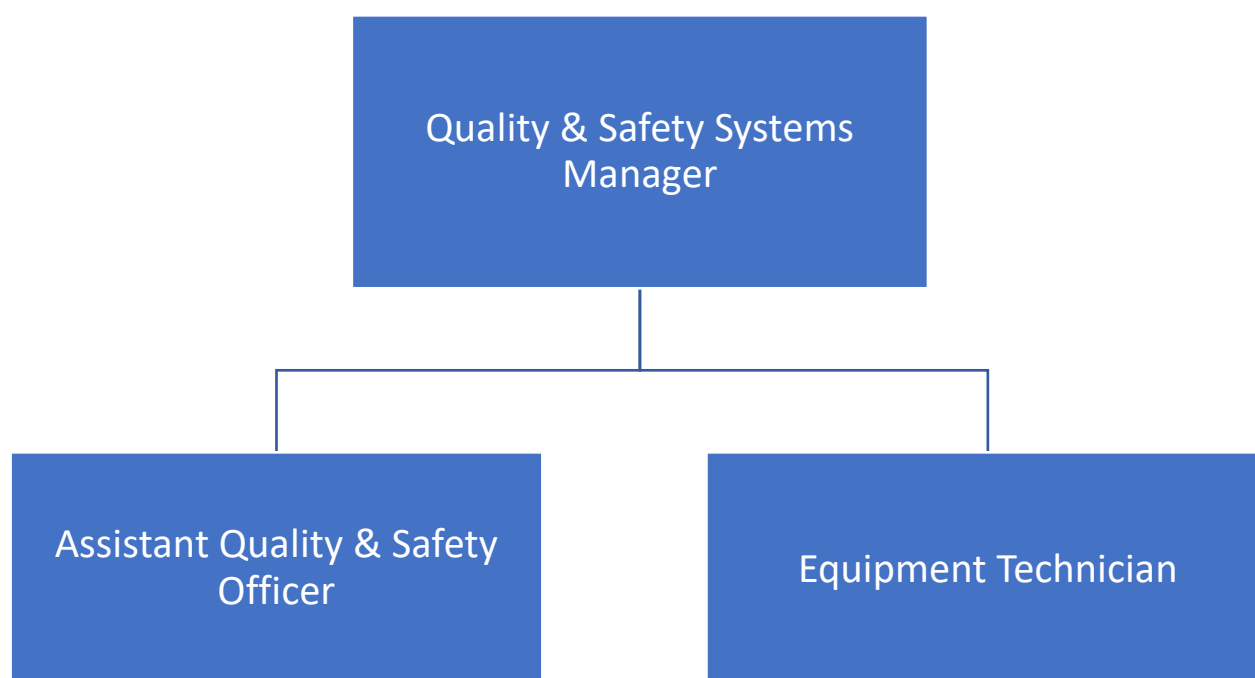
Grade: G6

Job Title: Equipment Technician

PURPOSE OF JOB:

To receive and process samples from technicians and clients, providing accurate and timely information to Lab supervisors and managers. To undertake the calibration and maintenance of laboratory, site testing, survey, and data recording equipment within the laboratory.

TEAM STRUCTURE:



MAIN DUTIES:

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| 1 | To undertake the calibration and maintenance of Lincs Laboratory's testing equipment in accordance with UKAS, ISO 45001 and manufacturers' operating requirements, including the management and upkeep of the Equipment/Calibration Database. |
| 2 | To assist the Operations Team Supervisors and Manager in the planning, programming and delivery of sampling and testing services. To comply with equipment calibration and maintenance requirements and deadlines. To assist with the calibration and equipment requirements associated with the implementation of new testing standards. |

3	To provide information and reports to the Lab Operations Manager, Supervisors and Quality & Safety Systems Manager on the status of samples and equipment in terms of calibration, maintenance, physical condition and defects.
4	To support and instruct Operations Technicians on equipment operation, safe use, and care.
5	To mentor and train Operations staff to undertake routine equipment calibrations and sample handling.
6	To maintain working practices which comply with the requirements of the Laboratory's UKAS Quality Management System and procedures.
7	To maintain safe working practices complying with the Laboratory's Health and Safety Management System requirements.
8	To remain up to date and compliant with all training requirements and organisational policy and procedure updates and ensuring that these implemented into daily work activities as required.
9	To take personal responsibility for completing allocated work as part of individual and team objectives and to identify any improvements to operational processes.
10	The post holder will be responsible for the safe care, correct operation, and usage of all laboratory equipment, IT equipment, personally issued equipment, resources and Personal Protective Equipment and consumables.
11	The post holder will be required to undertake frequent lifting and bending as required in the moving, handling of equipment and samples up to 25kg.
12	The post holder will be required to undertake frequent, sustained repetitive movements required by certain calibrations which may be undertaken on a regular daily basis.
13	The post holder will be required to work in the laboratory or on site and will be exposed to working conditions which may include: inclement weather, dust, noise, fumes, heat and vibration.
14	The post holder will be required to process samples received at the laboratory weighing them, labelling them and accurately recording the details in a ledger (electronic or by hand). The post holder will also be required to manage and participate in the sample disposal process.
15	The post holder will be required to create job records including test process required and timelines.
16	The post holder will be required to assist the Laboratory Quality Health & Safety Assistant, deputising for them as needed.
17	The post holder will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
A minimum of a Level 3 qualification or equivalent in an appropriate discipline	A/I	✓	
A minimum of 2 years' experience of equipment maintenance and calibration, preferably in a mechanical, electrical or testing environment.	A/I	✓	
Knowledge and understanding of testing equipment calibration and	A/I		✓

maintenance techniques			
Ability to undertake and maintain safe working practices and comply with ISO 45001 Health and Safety requirements and procedures.	A/I	✓	
Ability to perform calibrations and laboratory tests accurately and in accordance with British and European Standards and In-house Test Methods.	A/I		✓
Ability to accurately and consistently record and transfer data from test results and to factually report the status of equipment.	A/I	✓	
Ability to work within and comply with the requirements of a UKAS Quality Management system.	A/I	✓	
Ability to plan and manage assigned tasks	A/I	✓	
Ability to perform mathematical calculations using a scientific calculator.	A/I	✓	
Good IT skills and ability to use specialist software systems.	A/I	✓	
Knowledge of highway and construction materials and processes	A/I		✓
It is a requirement of this post that the post holder will drive company vehicles. The post holder is therefore required to hold a full driving licence with a maximum of 6 penalty points	A/I	✓	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.