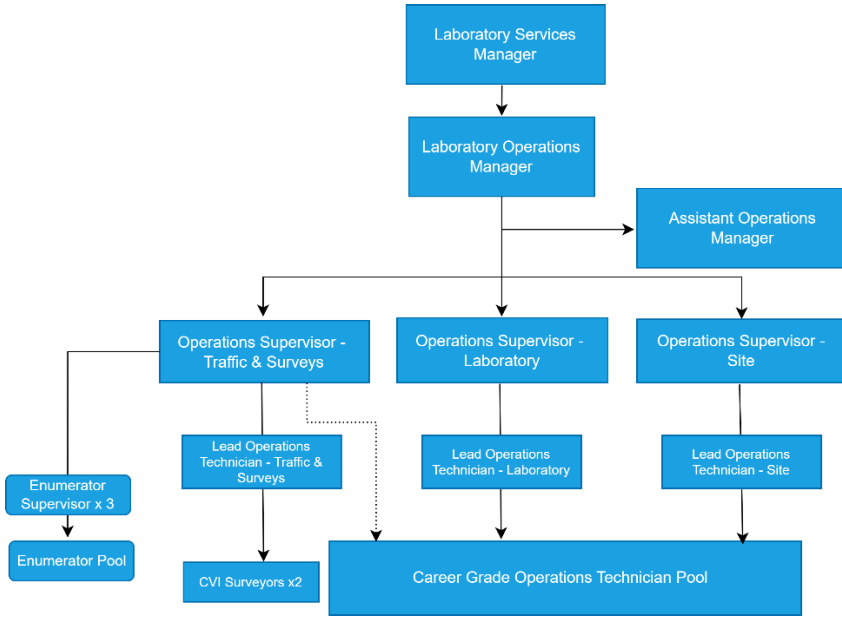


JOB DESCRIPTION & PERSON SPECIFICATION	
Director Area: Place	Job Ref Number: 03717
Service Area: Lincs Laboratory	Grade: G3
Job Title: Trainee Operations Technician (Career Grade)	
PURPOSE OF JOB: To undertake routine laboratory testing of highway & construction materials.	
TEAM STRUCTURE:	
 <pre> graph TD LSM[Laboratory Services Manager] --> LOM[Laboratory Operations Manager] LOM --> ASM[Assistant Operations Manager] LOM --> OST[Operations Supervisor - Traffic & Surveys] LOM --> OLS[Operations Supervisor - Laboratory] LOM --> OSS[Operations Supervisor - Site] OST --> ES3[Enumerator Supervisor x 3] OST --> EP[Enumerator Pool] OST --> LOTS[Lead Operations Technician - Traffic & Surveys] OLS --> LOLT[Lead Operations Technician - Laboratory] OSS --> LOST[Lead Operations Technician - Site] LOTS -.-> CGOT[Career Grade Operations Technician Pool] LOLT --> CGOT LOST --> CGOT CVI[CVI Surveyors x2] --> CGOT </pre>	
MAIN DUTIES:	
1	To undertake training in order to achieve competent status in order to perform accurate and efficient routine laboratory and/or site testing of a variety of highway and construction materials in accordance with British and European Standards and In-house test methods.
2	To maintain working practices which comply with the requirements of the UKAS Quality System and procedures.
3	To maintain safe working practices complying with Health and Safety Management Systems requirements.
4	To accurately capture, record and transfer test results and data using established test methods and procedures.
5	To operate testing equipment including daily checks as required in accordance with Laboratory Procedures, Instructions and Risk Assessments.
6	To maintain safe, clean and tidy working areas and equipment in the Laboratory and on Site.
7	The post holder will be responsible for the safe care, correct operation, and usage of Laboratory and Site testing equipment, Personal Protective Equipment (PPE) and consumables.

8	The post holder will be required to undertake frequent lifting and bending as required in the moving, handling and preparation of samples up to 25kg.
9	The post holder will be required to undertake frequent, sustained repetitive movements required by certain tests which may be undertaken on a regular daily basis.
10	The post holder will be required to work in the laboratory and on site and will be exposed to working conditions which may include: inclement weather, dust, noise, fumes, heat and vibration.
11	The post holder may be required to undertake work on site to support LCC's Highway works programme which will involve some ad hoc weekend and night working.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Minimum of 5 Level 2 qualifications at grade C /Level 4 equivalent or above – must include English, Maths and Science	A/I	✓	
Holder of a relevant Construction Skills Certificate Scheme card	A/I		✓
Ability to perform mathematical calculations using a scientific calculator.	I	✓	
Ability to use Tablet/computer-based IT systems.	A/I	✓	
Ability to write legibly and accurately and consistently record, capture and transfer data from testing activities.	A/I	✓	
Ability to understand and accurately follow defined process and procedures to ensure testing undertaken is in accordance with British and European Standards and In-house Test Methods.	A/I	✓	
Ability to follow defined guidance thoroughly to ensure work undertaken is compliant with the requirements of a UKAS Quality Management system.	A/I	✓	
Ability to undertake and maintain safe working practices and comply with Health and Safety requirements and procedures.	A/I	✓	
Willingness to work flexibly across the team working some unsociable hours.	A/I	✓	
Full clean 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.