

Northumberland County Council

JOB DESCRIPTION

Post Title: Laboratory Technician (Grade 2)		Director/Service/Sector: Place Group, Highways & Transport, Design		Office Use
Band: 4		Workplace: Highways Laboratory, Cramlington		JE ref: 555 HRMS ref:
Responsible to: Senior Laboratory Staff		Date: March 2009	Lead & Man Induction:	
Job Purpose: To carry out technical work in the laboratory and on site in connection with testing materials and products used in construction contracts for assessment of compliance with specification, geotechnical materials for design and fitness for purpose, in-service roads and bridges for with respect to maintenance requirements.				
Resources	Staff	Act as mentor / supervisor for junior laboratory assistants providing County-wide highway related material inspection, testing and analysis and advisory services		
	Finance	Some responsibility for raising orders, monitoring costs and variations. Preparation of fee bids for potential clients.		
	Physical	Some responsibility for the use, maintenance and calibration of Material Testing and Monitoring Equipment, Geotechnical & Materials Databases in accordance with EN ISO/IEC 17025 Accreditation requirements		
	Clients	Some responsibility for advising all clients regarding the acceptability of materials, specifications and workmanship to ensure fitness of purpose, that have a direct impact upon the health, safety and welfare of highway service users.		
Duties and key result areas: The postholder will be a committed member of a small laboratory team working to the rigorous standards laid down by EN ISO/IEC 17025 which are regularly reassessed for compliance. <ol style="list-style-type: none">Contribute to the management of the Laboratory including organisation of staff resources and testing equipment to give maximum service efficiency to Clients;Assist site supervisory staff concerning testing of materials and workmanship in contract works, other County Council Departments and outside Clients requiring the service of the Laboratory;Comply with EN ISO/IEC 17025 accreditation standards in accordance with procedures laid down in the Laboratory Control Manual;With minimum supervision carry out and supervise technical work in the laboratory and on site in connection with:<ul style="list-style-type: none">Sample materials on site (e.g. concrete, bituminous material, aggregates) and carry out basic testing on site;Assist, under supervision, in testing materials in the laboratory, with geotechnical and other site work;Log and prepare samples for testing and carry out basic laboratory tests;Carry out basic maintenance of equipment and apparatus and administrative procedures in the laboratory;Assess results and discuss applications;Present clear and concise reports of findings and recommendations;Mentor junior staff in all aspects of laboratory work;Calibrate testing equipment;Understand and apply all rules governing the EN ISO/IEC 17025 system of work.Comply with procedures and safe systems of working for health and safety, legislation including CDM2007 regulations;Prepare material testing results;Provide health and safety support to the Laboratory Manager and senior staff;Actively adopt effective and constructive relationships with colleagues and external contacts, in order to promote effective partnership arrangements, for the delivery of high quality services.Have an awareness of the County Council and laboratory financial systems to enable costing, tendering for work and the negotiating of fees to be carried out with the support of senior staff.Other duties appropriate to the nature, level and grade of the post.				
Work Arrangements				
Physical Requirements		Combination of sitting, standing and walking, regular requirement for lifting weights up to permissible limits and handling hazardous materials and tools		
Transport requirements:		Travel to work sites, area offices or training venues throughout the county and further a-field on occasions.		
Working patterns:		Normal office hours but flexi-hours apply, Regular standby or call out at unsocial hours arrangements may apply.		
Working conditions:		Daily exposure to outdoor working, lone working, adverse weather conditions, hazardous highway environments and construction sites, including working at height, in water, confined space and negotiating rough terrain.		

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PERSON SPECIFICATION

Post Title: Laboratory Technician (Grade 2)		Director/Service/Sector:	Ref: 555
Essential		Desirable	Assess by
Knowledge and Qualifications			
HNC or equivalent; Have a knowledge of the properties and usage of construction materials to provide advice to and enable effective working within Highways; Extensive knowledge of testing procedures, sampling and production of reports, using computers and the Microsoft Office software suite; Extensive knowledge of relevant British and EN Standards;		Degree, Eng Tech or equivalent standard of specialist education; Relevant Professional qualification; Have a sound knowledge of basic management techniques and principles. Registered with the Construction Skills Certification Scheme at a Technical Supervisory & Management Trainee Level (Red Card).	
Experience			
Experience of laboratory and site testing procedures, particularly with respect to highway and structural projects; Knowledge & experience of complying with relevant British & EN Standards; Experience in an EN ISO/IEC 17025 accredited Laboratory.		Experience of working in a comparable private sector technical organisation. An understanding of the issues facing civil engineering organisations.	
Skills and competencies			
Skilled in the set-up and calibration of a range of scientific technical apparatus. Working knowledge of the organisation of the County Council; A knowledge of the technical, professional, legal and commercial issues; A knowledge of construction and commercial practices in the private sector. Ability to mentor staff to undertake a range of material testing, inspection duties, including identification of material properties and appropriateness for use in construction.		Financial and commercial awareness, within a technical organisation of comparable scope and complexity. Competence in the use of ORACLE for financial monitoring	
Physical, mental and emotional demands			
Reasonable level of physical fitness and mobility for visits to sites and carrying materials and equipment; Required to work outdoors in all weather conditions; Required to use dangerous chemicals and equipment in controlled laboratory environment and also in potentially uncontrolled environments on site; Self motivated, adaptable & resourceful. A flexible approach to varying work times and conditions to meet programming requirements of clients and projects.			
Motivation			
A corporate orientation and a commitment to tackling issues in a non-departmental manner. Personality, conduct and technical credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders. Works with little direct supervision A strong commitment to Continuing Professional Development.			
Other			
Able to meet the transport requirements of the post			

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits