

POSITION TITLE: Laboratory Technician **POSITION NO:** 2371

EMPLOYMENT TYPE: Permanent Full Time

CLASSIFICATION: Level 2

CERTIFIED AGREEMENT: Officers **AWARD:** QLGIA

DEPARTMENT: Infrastructure

BRANCH: Technical Services & Waste

REPORTS TO: Supervisor Materials Laboratory

ORGANISATIONAL VALUES: ☐ Honesty ☐ Respect ☐ Accountability ☐ Integrity ☐ Unity

1. PRIMARY ROLE

Provide laboratory/ soil testing services to support the effective and efficient operation of Council's Materials Laboratory and the Infrastructure department.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Undertake soil testing duties.
2. Prioritise laboratory testing for internal and external customers in consultation with the Supervisor.
3. Maintain and calibrate laboratory equipment in accordance with the National Association of Testing Authorities (NATA) laboratory standards.
4. Analyse and communicate results to customers without opinions or interpretation in a timely manner.
5. Apply quality control analysis skills including conducting tests and inspections of products, services, or processes to evaluate quality or performance.
6. Ensure compliance with the health and safety requirements in accordance with the *Radiation Safety Act 1999*.
7. Assist in the implementation of the traffic counter program for the Infrastructure Department.
8. Contribute to the continuous improvement of laboratory operations, systems, and processes.
9. Complete additional activities and reasonable directions given by management.

3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position
- Level of fitness required to undertake a broad range of physical tasks

4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Certificate IV in Laboratory Skills or similar relevant qualification.
- Minimum requirement of a current C Class driver's licence.
- General Safety Induction for Construction Worker Certification (White Card).
- Management approved signatory for Construction Materials Testing (desirable).
- Radiation Use Licence (desirable).
- Ability to complete a Generic Coal Induction and Coal Board Medical (desirable).

5. KEY SELECTION CRITERIA

1. Relevant experience undertaking construction materials testing duties within a laboratory environment.
2. Sound keyboard and computer skills with ability to process data accurately in a database environment.
3. Sound oral and written communication skills with the ability build positive and effective partnerships with internal and external customers.
4. Sound time management skills including the ability to prioritise work, meet deadlines and work under pressure.
5. Ability to work independently under minimal supervision and in a small team environment.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
General Manager Infrastructure: Aaron Meehan	Signature: 