



Environmental Science

Part of Normec

Job Description

Job Title:	Laboratory Technician
Department:	i2 Site Services
Location:	Northampton
Working Hours:	Normally 40 hours per week with varying start and end times. May include occasional overnight, weekend and Bank Holiday work in excess of 40 hours per week, for which either Time Off In Lieu will be granted or overtime paid at the Company's discretion.
Reports to:	Site Services Manager
Job Purpose:	To facilitate correct laboratory test procedures in line with relevant British and European Standards using In-house Methods, whilst maintaining i2's ethos of providing excellent customer service to clients and i2 staff members.
Role Accountabilities and Main Duties:	<ul style="list-style-type: none">• Laboratory testing including sample preparation and testing of earthworks and construction materials• Scheduling of test samples• Organisation of site services samples• Calibration of laboratory equipment• Preparation and presentation of test data.• Training other team members on test methods as required.• Cross-checking other team members' calculations following tests.• Carrying out daily equipment checks and routine maintenance whilst maintaining cleanliness standards.• Preparation and disposal of Calibration Box samples• Preparing SRD sand ready for site technicians• Daily moisture content checks of site services samples• Ensure that all work areas are kept clean and tidy• Ad-hoc duties as and when required. <p>These duties are by no means exhaustive and should not be interpreted as a complete definition of the role.</p>
Person Specification:	<p><u>Essential:</u></p> <ul style="list-style-type: none">• Close attention to detail and understanding of operating within a quality system.• Good IT Skills (Microsoft Office base, in particular Excel and Word).• Team Player.• Punctual with excellent time-keeping.• Strong prioritising and organisational skills.• Positive attitude towards changes.• Adaptability to use various in-house systems and follow procedures.• Experience of working in challenging physical environments.



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	<ul style="list-style-type: none">• To ensure that all laboratory works are carried out to the standards laid out in the Quality Manual and Health & Safety Manual.• To take responsibility for your own Health & Safety whilst working within the sample preparation department.• To report any bad practises that you may witness to your supervisor or Quality Manager. <p><u>Preferable:</u></p> <ul style="list-style-type: none">• Trained in Manual Handling as heavy lifting will be required.• Experience in Geotechnical on-site testing to current British / European Standards and In-House Method Statements. Training would be given in the absence of experience.
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