

Job Title:	Water Laboratory Technician
Department:	Environmental Chemistry & Geotechnical
Location:	Watford
Working Hours:	37.5 hours per week, normally 8.30am-5.00pm
Reports to:	Laboratory Technician
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:	• Laboratory testing including sample preparation and testing of water samples • Scheduling of test samples • Organisation of test 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 samples • Clear communication with customer service team to manage customers' expectations and deadlines. • Ensure that all work areas are kept clean and tidy • Ad-hoc duties as and when required. • Assist Sample Preparation team as required by workloads These duties are by no means exhaustive and should not be interpreted as a complete definition of the role.
Person Specification:	<u>Essential:</u> • 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 timekeeping. • 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. • 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. <u>Preferable:</u> • Experience in a scientific background would be desirable. • Laboratory experience would be desirable. • Experience in environmental testing to current British / European Standards and In-House Method Statements. Training would be given in the absence of experience.
--	---