

<b>Job Title:</b>	Site Services Technician
<b>Department:</b>	i2 Site Services
<b>Location:</b>	Watford
<b>Working Hours:</b>	Normally 40 paid 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.
<b>Reports to:</b>	Operations Manager
<b>Job Purpose:</b>	To facilitate correct on-site 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.
<b>Role Accountabilities and Main Duties:</b>	<ul style="list-style-type: none"> <li>• Site Work, including on-site sampling and in-situ testing.</li> <li>• Client Liaison.</li> <li>• Preparation and presentation of test data.</li> <li>• Training other team members on test methods as required.</li> <li>• Cross-checking other team members' calculations following tests.</li> <li>• Carrying out daily vehicle checks and routine maintenance whilst maintaining cleanliness standards.</li> <li>• Assisting in Sample Preparation when required.</li> <li>• Ad-hoc duties as and when required.</li> </ul> <p>These duties are by no means exhaustive and should not be interpreted as a complete definition of the role.</p>
<b>Person Specification:</b>	<p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• Experience in a customer facing role.</li> <li>• Close attention to detail and understanding of operating within a quality system.</li> <li>• Good IT Skills (Microsoft Office base, in particular Excel and Word).</li> <li>• Team Player.</li> <li>• Punctual with excellent time-keeping.</li> <li>• Strong prioritising and organisational skills.</li> <li>• Positive attitude towards changes.</li> <li>• Adaptability to use various in-house systems and follow procedures.</li> <li>• Full UK Driving Licence.</li> <li>• Experience of working in challenging physical environments.</li> </ul> <p><u>Preferable:</u></p> <ul style="list-style-type: none"> <li>• Trained in Manual Handling as heavy lifting will be required.</li> <li>• 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.</li> </ul>

