

## **JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** LABORATORY TECHNICIAN

**JOB GRADE:** SOG/ST 2

**DEPARTMENT:** NATIONAL LABORATORY SERVICES/ENVIRONMENTAL HEALTH LABORATORY

**REPORTS TO:** ENVIRONMENTAL ENGINEER

**MANAGES:**

### **Summary or basic purpose of work**

Under the immediate supervision of the Environmental Engineer and the general supervision of the Chief Environmental Engineer, the incumbent is responsible for technical support in air, water, wastewater, and land pollution control programmes.

### **KEY OUTPUTS**

- Results of Analyses
- Reports of test done
- Quality control records
- Equipment maintenance records
- Chain of custody records

### **Regular duties:**

The Engineer Assistant is responsible to the Environmental Engineer in the performance of the following engineering monitoring:

- Under the supervision of the scientific staff assist in conducting analysis on samples related to all aspects of the environmental monitoring and analysis programmes, to include drinking and raw waters, recreational bathing waters, wastewaters, air and soil samples
- Assists in the field sampling and testing in all areas of environmental monitoring and analysis
- Maintains the laboratory in a state consistent with good laboratory practices
- Implements and maintains the aspects of the Quality System, that apply to his/her duties
- Prepares materials and reagents required for analyses, analyses of samples in the field and in the laboratory, in accordance with documented standard operating procedures
- Assists in the preparation and evaluation reports on treatment works.
- Keeps accurate records of samples and analyses in the laboratory.

- Sets up, maintains and collects the data generated by Medical/solids/Hazardous Waste and special monitoring.
- Performs routine equipment maintenance and calibration
- Maintains quality records
- Maintains inventory records

#### **Occasional/Special assignments**

- Assists with the co-ordination of exhibits for environmental fairs.
- Participate in workshops and seminars
- Any other duty assigned to him/her by the Environmental Engineer/Chief Environmental Engineer/Director.

#### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- 4 CXC's preferably including a science subject, Mathematics and English
- 3 years work experience as a laboratory assistant or equivalent.

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Required to accompany officers on site visits