



SECTION 1 – TITLE & REPORT STRUCTURE

Title:	Laboratory Technician – Material Laboratory
Position Level:	Grade D
Reports to:	Senior Laboratory Technician
Supervises:	-
Internal contact:	All Staff
External contact:	General Public

SECTION 2 - PRIMARY DUTIES & RESPONSIBILITIES

1. Under the direction of the Senior Laboratory Technician, undertake site and laboratory testing;
2. Ensure test results are entered accurately on the approved laboratory test forms;
3. Generating of final test reports.
4. Ensure that all calculations are correct before results are passed to Senior Laboratory Technician;
5. Assist in the implementation of national building standards;
6. Assist in the proper maintenance of Laboratory equipment and working environment;
7. Assist in the Implementation and maintenance of the IEC/ISO 17025 and the Bureau's Laboratory Management System;
8. Any other related duties that may be assigned to you from time to time.

SECTION 3 - SPECIAL CONDITIONS

1. Provided with suitable office accommodation and institutional support through established policy guidelines and access to relative information and resources;
2. Expected to keep confidential all information acquired through the course of one's duties;



3. Expected to take advantage of specialized training and work experiences provided by the Bureau;
4. Subject to policies, general conditions and systems operating or introduced from time to time applicable to staff;
5. Required to work extended hours as the job dictates;
6. Expected to be knowledgeable and committed to the mission of the Bureau.

SECTION 4 - STANDARDS

Performance will be evaluated on the following:

1. Adherence to administrative policies and operating procedures;
2. Timely completion of assigned tasks and deadlines met;
3. Accuracy and quality of information prepared;

SECTION 5 - SKILLS, KNOWLEDGE AND ABILITIES

1. Ability to work with other members of staff to ensure compliance with the Bureau's policies and procedures;
2. Should be self-motivated, committed and possess good communication skills as well as the ability to motivate personnel;

SECTION 6 - QUALIFICATIONS AND EXPERIENCE

- At least 5 O' Levels subjects including English Language and Building Technology;
- Associate Degree or equivalent in Building Technology;
- Three (3) years of experience in a related field.