

Position Description Laboratory Technician

Title:

Laboratory Technician

Company:

The Tatura Co-operative Dairy Company Limited

Purpose of Role:

Perform routine and non-routine testing, equipment calibration and maintenance.

Reporting Relationships:

Reports to:

Laboratory Supervisor

Direct Reports:

None

Key Relationships:

Other Laboratory Staff, Development/Food Technologists, Plant Supervisors and Managers.

Authorities & Financial Responsibilities:

None

Key Result Areas (KRAs):

KRAs:	Measures:
Testing	Perform routine and non-routine testing, equipment calibration and maintenance. Prepare chemicals, reagents, and media. All results, calibrations and other such duties are performed and reported in a way that ensures accuracy and traceability. Tasks are completed in a timely manner.
Reporting	Ensure any out of specification results are reported to the appropriate personnel in a timely manner.
Consumables	Maintaining supplies of consumables. Notify Supervisor/Manager of requirements for consumables to be ordered.
Problem Solving	Assist in identifying problems and rectifying them.
Training	Complete assessments to verify own competency. Assist with training other technicians where required.
Quality of Work	Ensure all duties are carried out in accordance with documented procedures (where such procedures exist).

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KRAs:	Measures:
Assigned Duties	Carry out the duties defined in the departmental manuals and, at times, other duties as directed by Supervisors or Managers.
Health & Safety	<p>Undertake all work in a safe manner and follow all company and workplace health and safety procedures</p> <p>Identify new hazards and advise manager or workplace H&S representative/ co-ordinator within 24 hours of identification (or earlier if required)</p> <p>Accurately report incidents and accidents to manager or workplace H&S representative/ co-ordinator as soon as possible</p>

General:

- To follow any lawful or reasonable instruction made by the employer
- To exercise skill and care; and to provide a safe place of work, free of hazards
- To be present at work; and to work faithfully and honestly

Key Skills Required:

- Exceptional attention to detail
- Excellent communication
- Problem solving
- The ability to follow and have a strict adherence to procedures
- Time management
- The ability to participate effectively as a member of a team
- The ability to work efficiently and accurately
- Planning and organisation
- Work accurately with numbers

Desired Attributes, Knowledge and Experience:

- At least one year laboratory experience
- Understanding of dairy testing methodology
- Experience working as part of a team
- Positive Attitude

Essential Qualifications Required:

- None

Desired Qualifications:

- Tertiary degree qualification relevant to the role

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE

This Position Description is a working document subject to review and change as required by Management



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Office Use Only

<i>Know-How</i>		<i>Problem Solving</i>			<i>Accountability</i>		<i>Total Points</i>	<i>Profile</i>
<i>Slot</i>	<i>Pts</i>	<i>Slot</i>	<i>(%)</i>	<i>Pts</i>	<i>Slot</i>	<i>Pts</i>		
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