

Role Description

Laboratory Technician



Title	Laboratory Technician
Classification/Grade/Band	Band 2 Level 2
Group/Unit/Section	Water and Sewer / Headworks and Treatment / Compliance / Laboratory
Reports to	Team Leader Laboratory

Vision

A vibrant organisation doing great things

Purpose

To provide valuable services that strengthen and support the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best, Be Safe and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Laboratory Technician is responsible for conducting analysis on water and wastewater to ensure process control, compliance with Australian Drinking Water Guidelines and EPA Licence conditions and monitoring the impact of various activities on the environment.

The position of Laboratory Technician is required to maintain the laboratory to facilitate a high standard of analytical operation and create value for the community.

Key Duties and Responsibilities

- Plan and undertake routine and non-routine sampling and testing functions;



- Analyses of various water based samples using physical, chemical and microbiological techniques. Test results support the operation of Council's treatment plants, catchments and water and sewerage networks, and may also support areas outside of Water and Sewer such as environment and health;
- Interpret and report on results of analyses to Council staff and customers;
- Record results of analysis in relevant databases, laboratory information systems and record management systems;
- Remain abreast of current trends and techniques in areas of laboratory operations, methods, materials, quality assurance and industry best practices;
- Ensure the laboratory is organised and maintained at all times, including monitoring and maintaining laboratory stock to cover routine and non-routine test requirements;
- Contribute to the monitoring and maintenance of quality control systems and laboratory functions;
- Contribute to the improvement and development of laboratory procedures;
- Training of small teams (1-5 people) within service unit such as process operators, or civil field crew. Training of other laboratory technicians, assistants, or casual staff as required;
- Be available for emergency call out and/or afterhours work as required;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Policy and procedures are readily available but the Laboratory Technician is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
- Decision affect the work and activities of others within the work group or team;
- The Laboratory Technician influences the community within a specified service line through the application of technical skill or application of regulatory requirements;



- The Laboratory Technician complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's act or omissions;
- Identifies requirements as in input into budget development;
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implication of own actions within own work area.

Personal Attributes

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

Interpersonal Skills

- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;



- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;
- Purchase under delegation and comply with procedures

Team Work

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

QUALIFICATIONS

Essential

- Associate Diploma qualification in Laboratory Technology or related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development;
- Current Class C Driver's Licence.;
- Valid Construction General Induction card- NSW SafeWork or equivalent;
- Be vaccinated for Hepatitis A/B or a willingness to receive the vaccinations.

Desirable

- Current First Aid Certificate.

EXPERIENCE

- Demonstrated experience in the collection, storage, preservation and routine analysis on samples of water and wastewater in accordance with accepted industry standards;
- Demonstrated experience in laboratory testing environment including methods for ensuring consistency and adherence to industry standard;
- Demonstrated experience in communicating results of test analyses to appropriate staff and assist in the interpretation of results where appropriate and as required;



- Demonstrated solid administrative skills which enable the incumbent to plan daily programs of work, maintain accurate records and allow easy updating and retrieval of stored data;
- Demonstrated ability to work with minimum supervision;
- Ability to swim competently.

Key Relationships

Internal	External
Section Managers/Team Leaders	Members of the Public/residents/ratepayers
Other Council employees (not including direct reports)	

