

POSITION DESCRIPTION

Position Title:	Laboratory Technician – Microbiology	Position No:	3703
Directorate:	Wide Bay Water & Waste Services	Section:	Process Operations
Unit:	Scientific Services	Sub Unit:	
Reports To:	Scientific Services Manager	Directs Reports:	Nil
Indirect Reports:		Location:	Hervey Bay
Version No: Nov 2020	Evaluated: IC76	Status: Approved	By: EMODC
			Next review: Nov 2022

Position Objective

This position provides assistance in the efficient operation of the Scientific Services Laboratory by conducting Quality/Analytical microbiological operations to assist WaterOne Laboratory maintain NATA accredited biological services for all internal and external customers.

The position assists with the preparation of sampling vessels and equipment, routine sampling and analysis, preparation of media and maintenance of quality procedures in order to ensure accuracy and reliability in all aspects of our NATA accredited Microbiology facility.

Our Values

Trust
 Respect
 Accountability
 Initiative
 Teamwork
 Service

Key Responsibilities and Indicators

Key Result Areas	Key Accountabilities	Performance Indicators/Outputs
Laboratory Administration	<ul style="list-style-type: none"> ➤ Accurate documentation and data entry into the Laboratory Information Management System. ➤ Assist with reporting of data and alert limits to clients as directed by the Senior Laboratory Staff and Scientific Services Manager. ➤ Assist with routine stock control for routine consumables, media and chemicals. 	<ul style="list-style-type: none"> ➤ Ensure prompt entry of data in LIMS system to meet turnaround times. ➤ Update e mails and HACCP register immediately on discovery of non-conforming results. ➤ Ensure Micro Lab, media and consumables supply is adequate for at least 1 month in advance.
Technical	<ul style="list-style-type: none"> ➤ Undertake collection of samples for analysis as required. ➤ Prepare culture media and standard solutions in the Microbiology Laboratory. ➤ Apply standard methods and procedures to all microbiological examinations over a range of water matrices (including potable, wastewater, environmental, recreational and packaged) for indicator bacteria. ➤ Ensure integrity of results and quality systems in accordance with NATA principles. ➤ Ensure that NATA accredited sampling procedures are complied with. ➤ Assist in the ongoing maintenance and calibration of laboratory equipment. ➤ Monitor the performance of media and consumable QC checks as required. ➤ Assist with routine laboratory maintenance and cleaning. ➤ Take part in microbiological proficiency testing. 	<ul style="list-style-type: none"> ➤ Conduct all sampling and analysis procedures in accordance with established standards. ➤ Ensure all QA records are kept up to date at all times. ➤ Ensure the Micro Lab is clean, neat and tidy at all times.

	➤ Assist with other laboratory functions as required.	
Quality Assurance	<ul style="list-style-type: none"> ➤ Assist with equipment calibration and microbiology maintenance schedule. ➤ Assist in ensuring that all aspects of the laboratory operations comply with the Laboratory Quality System to maintain NATA accreditation ➤ Adopt industry best practice work procedures and ethics. 	➤ Ensure all Quality Management systems are maintained as per Laboratory Quality Manual DOC No: 2874138
Quality & HACCP	➤ Comply with Quality Management Policy and HACCP principles as relevant to the position	➤ As per Quality Management Policy and Water Quality Management Plan DOC No: 3044355
Work Health and Safety	➤ Adhere to relevant Work Health & Safety policies and practices and carry out responsibilities outlined in Wide Bay Water's Safety Management System.	➤ 99% compliance with Monthly Action Plans.
Risk Management	➤ Read, understand and comply with conditions as set out in the Risk Management Policy and undertake all relevant risk management training.	➤ As per Council risk management KPIs.
Records Management	➤ Adhere to relevant Records Management policies and practices to ensure compliance with the Public Records Act 2002.	➤ As per Council's record management policies and procedures.
Code of Conduct and EEO	➤ Encourage and promote behaviour consistent with Council's Code of Conduct and create a positive and equitable work environment that is safe, flexible, fair, culturally appropriate, inclusive and free from discrimination and harassment.	➤ Any matters arising are dealt with in accordance with the appropriate Council policy and procedures.
Customer Service	➤ Provide a high level of customer service to internal and external customers.	➤ As per Council's Customer Service Standards management policy.
Environment	➤ Adhere to the Sustainable Fraser Coast Charter and Implementation Plan and understand sustainability is a key element of Council's planning framework and is incorporated into all facets of decision making and policy development.	➤ As per Council's Sustainability Charter.
Values	➤ Exemplify Council's values of Trust, Respect, Accountability, Initiative, Teamwork and Service through the demonstration of each value's associated behaviours.	➤ As per Council's 'TRAITS' campaign.
	➤ Other duties as directed.	➤ Tasks are undertaken in an efficient and timely manner.

Selection Criteria

1. Demonstrated experience in a testing laboratory and knowledge of the requirements of sampling standards, preferably in the water and or wastewater industries, including microbiological analysis.
2. Demonstrated experience in the use and application of Laboratory Information Management System (LIMS).
3. Demonstrated experience in the calibration of laboratory equipment and knowledge of National Association of Testing Authorities, Australia (NATA).
4. Good level of interpersonal and communication skills.
5. Understanding of risk analysis and potential hazards associated with various sampling and lab testing scenarios.
6. Ability to manage time and prioritise tasks in a responsible manner and work in a team with minimum supervision

Qualifications/Licences			
Mandatory	➤ Diploma (AQF Level 5) or above or equivalent study and experience in a related field.		
Desirable	➤ Previous experience in a water or wastewater testing laboratory. ➤ Boat drivers licence.		
Licences	➤ Current Class C Queensland Driver's Licence		
Mandatory Training	➤ Work Health and Safety ➤ Duty of Care ➤ Code of Conduct ➤ Manual Handling ➤ Fire and Evacuation ➤ Corporate Systems ➤ Drug and Alcohol testing training ➤ Safety Life Savers		
Conditions of Employment			
Status	Temporary Full Time		
Award	Queensland Local Government Industry (Stream A) Award – State 2017		
Agreement	Fraser Coast Regional Council Certified Agreement 2018		
Classification Stream	General Local Government Industry Stream – Administrative group		
Classification	LGO Level 2		
Allowances	As per Fraser Coast Regional Council Certified Agreement 2018		
Progression	Annual review – single steps within level		
Work Pattern	FWA	Hours/Week	36.25
O/T Payable	As approved		
Uniform	PPE As per Dress Standard and Corporate Uniform Management Policy		
Other			
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I, _____, accept the position description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

_____ Date: ____/____/20__
Signature of Employee