



JOB DESCRIPTION: LAB TECHNICIAN

Position Title:	Lab Technician
Reports to:	President, Lead Technician
Supervises:	N/A
Date:	January 2019

RESPONSIBILITIES

REPORTING AND SUPERVISION

- Composes, reviews and follows up on external communications with clients and suppliers as related to work activities,
- Prepares client reports with lab test results and interpretation for review by senior personnel,
- Assists in training of new employees.

LABORATORY RESPONSIBILITIES

- Performs laboratory analysis, prepares reports on test results,
- Applies understanding of chemical/corrosion theory,
- Perform equipment repair requirements and calibration checks,
- Performs laboratory testing following training in test procedures,
- Performs basic analytical testing with progressive learning of new test procedures and data interpretation,
- Maintains data per company standards,

GENERAL RESPONSIBILITIES

- Utilizes good laboratory practices and ensures work is complete to required standard,
- Strong attention to detail and accuracy in repetitive tasks,
- Set up and manage project files on computer,
- Provides some administrative duties for phone calls, data filing and receiving of deliveries,
- Maintains a clean and safe work environment for all employees and customers, both inside and outside the premises.
- Wears appropriate personal protective equipment and identifies hazards that may arise.
- Follows all health and safety rules and regulations.



RELATIONSHIPS

Internal Contacts:

Frequent contact with other staff and President

External Contacts

In frequent contact with clients.

Periodic contact with suppliers as related to material supplies.

EDUCATION AND EXPERIENCE

Post Secondary education with minimum required work experience.

SKILLS AND KNOWLEDGE

Ability to meet deadlines.

Good communication skills, both verbal and written.

Knowledge of Microsoft suite of products, as well as use of office and lab equipment

Ability to work independently.

Must be professional, organized, and efficient.

Ability to gather data, compile information, and prepare reports.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by members assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.