

Job Description

Job title	Laboratories Technician in Civil Engineering
School / department	School of Computing and Engineering
Grade	4
Line manager	Head of Subject (Engineering)
Responsible for	N/A

Main purpose of the job

Providing every day running of the School's undergraduate teaching laboratories, providing technical support for the practical laboratory and practical sessions as well as supporting academic and research activities.

- Provide clean, tidy and safe workshop and laboratory
- Maintain equipment in good working order
- Monitor stock levels and initiate any ordering or requisitioning of materials as required
- Liaise with lecturers and make appropriate preparation for practical classes
- Maintain up to date records
- Work as a member of the school team and contribute the running of courses
- Help with all practical sessions

Key areas of responsibility

- To research and procure components for the design, construction and or repair of equipment
- Maintain the School's existing stocks of land surveying equipment
- To work closely with, and provide support for, research groups in the School with respect to their needs for civil and environmental engineering based work
- To develop good working relationships with staff in order to complete work related tasks
- Help setup and prepare the laboratories for taught sessions
- Be available in the laboratory to support students during scheduled sessions
- Ensure that equipment for experiments is present, correct and in good safe working order
- Calibrate equipment to ensure that measurements taken are accurate
- Troubleshoot faulty equipment, and repair or provide replacements to allow experiments to continue
- Work closely with academic staff to refurbish, develop, and construct new experiments

- To understand and adhere to the University's work related policies (e.g. IT Acceptable Use Policy, Diversity Policy etc.)
- To produce and update the health and safety documentation including risk assessments and method statements for laboratory equipment
- To communicate effectively, and work closely, with academics, postgraduates, undergraduates, other technical staff and visitors, to complete required tasks and develop new ideas
- To attend training courses on the wide ranging health and safe regulations pertaining to the work carried out in the department and to complete further training, as necessary, on subjects relating to the job holder's work within the department. This may necessitate learning new techniques and areas of expertise, and may require attendance at both internal and external course
- To carry out general tasks and duties for the School as directed by the Head of Subject for Engineering
- To work closely with and provide support for final year students and their supervisors on undergraduate experimental projects that utilise civil and environmental engineering equipment
- To undertake any other duties, commensurate with the grade of the role, at the request of the Head of Subject for Engineering or the Head of School

In addition to the above:

- All staff are required to adhere to the University's Health, Safety and Environmental Policy & Procedures
- All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures
- Undertake any other reasonable duties relating to the broad scope of the position

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:	Minimum of HNC/HND level or equivalent in a technical subject	Degree level qualification in technical area.
Knowledge and Experience:	<p>Experience in civil engineering and material testing in these areas</p> <p>Working knowledge of relevant health and safety regulations</p> <p>Excellent practical skills</p>	Previous experience of working in an educational environment
Specific Skills:	<p>Working knowledge and practice in use of various laboratory equipment</p> <p>Experienced user of civil engineering and mechanical testing equipment.</p> <p>CAD skills and experience in the construction industry</p>	<p>Conversant with specialist design and engineering software</p> <p>Knowledge and experience of the building and civil engineering construction industry</p>
General Skills:	<p>Ability to work efficiently and accurately and computer literate</p> <p>Effective oral and written communication skills</p> <p>Ability to work with minimal supervision</p> <p>Ability to work efficiently and accurately and computer literate</p> <p>Team player</p> <p>Flexible attitude</p> <p>Ability to learn new skills and techniques as new research areas develop.</p>	<p>Recent professional development</p> <p>Is aware of the workings of the Higher Education sector</p>
Other		
Disclosure and Barring Scheme		