



SHAPING AN
AWESOME
HAMILTON

LABORATORY TECHNICIAN

INFRASTRUCTURE OPERATIONS

WHY WE ARE HERE

We are here to improve the wellbeing of Hamiltonians, so we become the leading community-focused Council, so Hamilton's full potential is unlocked making it the best place to live.

Our people are at the heart of everything we do. We need people on our team who show the following values - adaptability (kia urutau), simplicity (kia ngaawari), inclusiveness (kotahitanga), guardianship (kaitiakitanga) and ambition (kia manawanui) as these are what make our thinking and mindset unique to Hamilton. We need people who understand that this value driven thinking and mindset is the foundation of their performance.

WHY THIS ROLE EXISTS

This position sits within the multi-Council collaboration Shared Services Team. The purpose of the team is to provide quality infrastructure solutions and services for the Waikato Region. This role supports the delivery of Sampling & Analysis Services for participating Councils across the region. The purpose of the Laboratory Technician role is to provide analytical services including Laboratory analysis, monitoring and sample collection and preparation to support Councils in achieving compliance with Drinking Water requirements and Waikato Regional Council granted resource consents.

WHAT YOU WILL DO

Reporting to the Senior Laboratory Technician, a Laboratory Technician contributes to the day-to-day operation of the Laboratory to provide analytical services for participating Councils. You will also undertake Laboratory analysis, monitoring and sample collection and preparation. Undertaking equipment maintenance and calibration and ensuring the continued accreditation of the Laboratory are also key responsibilities of the role.

KEY OUTCOMES

Some of the **key outcomes** for this role include:

- Undertake physical, chemical and biological testing of samples as requested in accordance with standard methods.
- Calibrate and maintain laboratory equipment.
- Contribute to the development and implementation of sampling schedules that deliver to timeframes and compliance with customer requirements.
- To respond in a timely manner to all customer requests for service both during work hours, and after hours/weekends/public holidays as required.
- Monitor and report on inventory to ensure all critical reagents, equipment and consumables are available at all times and stored as per legislative requirements.
- Contribute to the delivery of reporting to ensure compliance with customer reporting requirements.
- Reporting and managing transgressions and breaches of compliance, including meeting customer and external regulators requirements.
- Report all testing problems and equipment defects to the Senior Laboratory Technician or Sampling & Analysis Team Leader and contribute to resolutions and solutions being implemented in a timely manner with minimal impact on customers.
- Contribute to delivering emergency responses to incidents affecting the environment and/or customers regulatory compliance in accordance with consents, standard operating procedures, and specified timeframes.
- Complete sample collection to ensure it is completed using approved methods and clean, maintained and calibrated equipment.
- Assist with identifying and implementing innovative solutions and new technology for Sampling and Analysis service delivery.
- Ensure ISO 17025 and Taumata Arowai approved Drinking Water Laboratory requirements are met to maintain accreditation and minimal corrective actions resulting from audits.
- Ensure that all physical, chemical and biological testing of samples is completed in accordance with ISO 17025, Taumata Arowai standards and the newest available edition of Standards Methods or approved methods.
- Actively participate in audits and review of processes.
- Ensure that all reporting of Laboratory analysis and sampling results are completed within customer's specified timeframes and as per ISO 17025 requirements.
- Ensure all sampling equipment areas and Laboratory are secure when unattended.
- Build and maintain a positive network of strategic internal and external relationships with key stakeholders.
- Actively participate, comply and engage in all health & safety activities, policies, and practices including Civil Defense.
- Actively connect and engage with Iwi to ensure that the activities align with the principles of Te Tiriti o Waitangi.

HOW YOU WILL DO THIS

Our team culture is critical to our success. It's vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

YOUR MINDSET, SKILLS KNOWLEDGE AND EXPERIENCE

You actively work at being the 'best version of you' and your mindset and behaviours have a positive impact on others.

YOU BRING TO THE ROLE

- Bachelor of Science or equivalent experience.
- Current and clean Full Drivers licence (Class 1).
- Minimum of 3 years' experience in a laboratory.
- Worked in an ISO 17025/IANZ accredited laboratory as Key Technical Personnel (signatory).
- Experience in calibration and maintenance of laboratory equipment.

- Good understanding of laboratory systems and processes.
- Good understanding of environmental sampling.
- An understanding of ISO certified Quality Management Systems.
- Able to drive a manual vehicle.
- Able to use laboratory computer systems.
- Works systematically to meet commitments and deadlines.
- Good listening and communication skills.
- Attention to detail.
- Ability to review processes and implement improvements.
- Solution and results orientated and uses initiative at all times.
- Works collaboratively with team members to achieve goals
- A collaborative working style, with the ability to build strong relationships with team members and key stakeholders.
- Efficient and effective management of own workload and able to work systematically to achieve desired outcomes and meet deadlines.
- The ability to problem solve and think laterally to achieve outcomes, both independently and as part of a team.
- Highly developed interpersonal and communication skills with the ability to work effectively with a diverse range of stakeholders (internal and external).

DETAILS OF THE ROLE

Unit	Three Waters
Direct Reports	0
Indirect Reports	0
Delegation	\$0
Budget Responsibility	No
Present Council Reports	No
Date of Position	November 2022