

JOB DESCRIPTION

Test and Laboratory Technician

Job Title:	Test and Laboratory Technician
Responsible to:	Systems Architect and Manager
Date Created:	November 2016
Revision:	C

Overview

As Test and Laboratory Technician, your primary role is to execute engineering tests as described within written test specifications. The test scope covers, but is not limited to: new machine features, machine reliability, machine trial preparation, machine field support, commissioning, verification and validation.

As Test and Laboratory Technician, your role also includes assisting with the smooth running of the laboratory, workshop, and decontamination rooms.

Key Responsibilities

Test Execution

- Planning of tests to meet required timelines, using appropriate methodologies
- Reporting of test(s) status and agreed project metrics in accordance with agreed timescales
- Writing of test reports that accurately report test outcomes
- Reporting of problems accurately to enable prompt resolution
- To ensure that all documents and actions performed adhere to the Quality Management System
- To maintain a training record and identify training needs to the Systems Manager
- Adherence to company policies Timely completion of allocated tests as evidenced by defined project metrics

Laboratory and Workshop

- Ensure that the laboratory, workshop, environmental rooms and decontamination rooms are clean and free of clutter at all times
- Decontaminate machines returned to and from clinic
- Ensure test equipment and laboratory instruments function appropriately, and is within calibration.
- Ensure test equipment and laboratory instruments are returned to their relevant storage area when not in use
- Ensure adequate supply of laboratory materials and consumables.
- Monitor and record environmental conditions within the laboratory.

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Requirements/Qualifications

- HND in relevant Science or Engineering (or relevant experience)
- Practical engineering experience is essential, including the use of multi-meters, oscilloscopes, thermometer, data-loggers
- Must be skilled in the use of Microsoft Office and be expected to use other computer applications as necessary
- A current UK driving licence
- Ability to work as part of a team
- Ability to communicate effectively with all colleagues and stakeholders
- Ability to plan and manage own workload
- Knowledge of the medical industry is beneficial but not essential

Job Description Approval:

	<i>Name</i>	<i>Signature</i>	<i>Date</i>
<i>Recruiting Manager</i>			
<i>Departmental Manager</i>			
<i>CEO</i>			