

## Position Description

<b>Position title:</b> Lab Technician	
<b>Business group:</b> Allstone Quarries Pty Ltd	<b>Department:</b> Quarry
<b>Reports to:</b> Quarry Manager	<b>Supervises:</b> N/A

*ASQ Allstone Quarries is dedicated to supplying its customers with a diverse range of quality products, combined with outstanding service. Our quarry produces and supplies quality crushed rock and aggregate materials to Bendigo and the surrounding district. We maintain large stockpiles of our products and our sales team provides a fast and safe turnaround. We also offer a mobile crushing operation in addition to the fixed plant, which is located at Newbridge.*

### Position summary

The Lab Technician is responsible for sampling and testing quarry and concrete products. They are committed to safety and quality, processing product samples as per the Vic Roads and Australian Standards, executing laboratory testing, analysing data and reporting according to standard procedures. Located at our Newbridge quarry, our NATA accredited laboratory complies with AS ISO/IEC 17025:2017 (general requirements for the competence of testing and calibration laboratories).

This is a full-time position.

### Summary of key roles and responsibilities

1. Ensure compliance with the ASQ Document Management System (Operational, WHSE and Quality)
2. Product sampling, testing and reporting
3. Ensure compliance with NATA requirements

### Required attributes

- Safety and quality conscious
- Comprehensive knowledge of quality systems, preventative measures and laboratory best practices
- A strong understanding of NATA requirements/ NATA signatory
- An understanding of manual handling within a laboratory environment
- Sound literacy, numeracy and IT skills
- Well-developed analytical and methodological skills
- Ability to follow and carry out assigned tasks
- Excellent communication and interpersonal skills
- Excellent time management and organisational skills
- Strong work ethic
- Highly motivated with a positive attitude
- Ability to work unsupervised
- Demonstrated ability to contribute to a team in a professional and collaborative manner
- Ability to work under pressure and meet deadlines
- Strong attention to detail

**Required experience, education and certifications:**

- Minimum year 12 education
- Competence/certification in Construction material testing or related
- Proven experience as a Lab Technician or working within a laboratory environment
- Experience in quality control testing of construction material products
- Experience with GeoTester software (desirable)
- Valid drivers licence (preferably manual)

**Key contacts**

- Quarry Manager
- Quarry Foreman
- Concrete Plant Manager
- Account Manager
- Other ASQ management and workers

We acknowledge this information adequately describes the role of the position, but it is understood all workers of ASQ have a responsibility to contribute to the advancement of the organisation by undertaking other assignments and projects as required. This position description is subject to review and amendment at any time, as appropriate, and as approved by Senior Management.

## **Details of key roles and responsibilities**

### **1. Ensure compliance with the ASQ Document Management System (Operational, WHSE and Quality)**

The Lab Technician is responsible for complying with all ASQ policies and procedures according to our Operational, WHSE and Quality Management Systems.

Responsibilities include, but are not limited to:

- Adhering to ASQ policies and procedures
- Compliance with the ASQ WHSE Management System (inductions, hazard reporting, take 5's, incident reporting, SWMS, risk assessments, RAC, SWP's, site inspections, subcontractor management, participate in training etc.)
- Compliance with the ASQ Quality Manual
- Attending toolbox talks
- Liaising with the WHSEQ & HR Manager where required

### **2. Product sampling, testing and reporting**

The Lab Technician is responsible for sampling and testing quarry and concrete products.

Responsibilities include, but are not limited to:

- Sampling and testing quarry and concrete products according to Vic Roads and Australian Standards, procedures and the Quality Manual
- Analysing data and generating reports on test results
- Reporting results to Managers/Supervisors as required
- Maintaining a clean and orderly workplace
- Liaising with Managers/Supervisors regarding any product discrepancies where required, and address issues accordingly
- Providing test reports for production, tender submissions/quotes as required
- Assisting and guiding other ASQ sites with sampling
- Maintaining laboratory equipment, external calibration and inventory as required
- External testing and delivery
- Updating/ assisting with updating the Quality Policy and other laboratory standard procedures as required
- Administrative duties as required by the Quarry Manager

### **3. Ensure compliance with NATA requirements**

Our NATA accredited laboratory complies with AS ISO/IE 17025:2017 (general requirements for the competence of testing and calibration laboratories). The Lab Technician is responsible for ensuring the laboratory operates in accordance with NATA requirements.

Responsibilities include, but are not limited to:

- Calibrating and recording all data and results as per NATA requirements
- Maintaining the laboratory in accordance with NATA requirements
- Internal and external audits