

Land Transport Authority

Job Description

Date:	June 2024	Position Title	Laboratory Technician
Division:	Quality Assurance Division	Classification Level	G2/S1-G3/S7 \$13,186.13-\$21,638.09 p.a
Reporting Structure	Reports to the Manager Quality Assurance Division through the Quality Assurance Contract Officer		
Primary Objective			
	Collects samples of raw materials such as soil, aggregate, asphalt and concrete for laboratory analysis and perform analysis by performing the following duties;		
Responsibilities			
1	Prepare samples for testing using various laboratory equipment. Label sample containers with identifying data, location of sample, and time collected		
2	Perform laboratory tests, experiments and procedures following standard protocols and procedures.		
3	Prepare and maintain accurate records of experiments and test results. Fill out the appropriate log sheet for every test.		
4	Analyse and interpret data, and report findings to supervisors or manager		
5	Maintain and calibrate laboratory equipment and instruments to ensure accuracy and reliability		
6	Prepare and clean equipment and materials for testing and experiments.		
7	Ensure compliance with safety standards and policies at all times		
8	Assist in the development and optimization of laboratory techniques and procedures.		
9	Collaborate with team members and supervisors to support ongoing projects.		
10	Maintain Cleanliness and organization of the laboratory workspace		

Selection Criteria		Essential - Desirable	Weighting
Qualification	University Preparatory Year successfully completed or Tertiary studies in Chemistry would be an advantage or Completed education with SSLC or PSSC.	Essential	
Work Experience	At least one (1) years of relevant working experience particularly in the laboratory.	Essential	
Knowledge and Skills	Strong written and verbal communication in both English and Samoan language Excellent verbal/written communication skills and interpersonal skills in Samoan and English.	Essential	
	Demonstrated ability to organize and maintain a clean workplace and identify laboratory equipment	Essential	
	Knowledge of road materials testing procedures on soils, aggregates, asphalt, concrete and bitumen used in the Authority	Essential	
	Must have a valid driver's license	Essential	
	Has sound knowledge of the following legislation; <ul style="list-style-type: none"> • LTA Act 2007, LTA Regulations, 	Desirable	

	<ul style="list-style-type: none"> • Public Finance Management Act 2001, • Public Bodies Performance and Accountability Act 2001, • Ministry of Works Act 2002, • Labour and Employment Act 2013, • Occupational Health and Safety Act 2022 • Occupational Health and Safety Regulation 2017 		
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Competencies	
1	Team Player
2	Time Management
3	Physically fit
4	Integrity/Flexible/Common Sense, Trustworthy

Prepared by:	Human Resource
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