

JOB DESCRIPTION

JOB TITLE:	Technician
REPORTS TO:	Assistant Operations Manager / Supervisor
DEPARTMENT:	Structural Diagnostics
DIVISION:	Structural Diagnostics & Instrumentation

JOB PURPOSE

Summarize in one sentence, why this job exists and what it contributes to the overall business of the organisation. Be specific, do not write a general statement which can also apply to other jobs in the organisation.

- (a) To help the customer/owner of building to examine and verify the condition of their existing building for future repair works
- (b) To advise the consultant/engineer on the foundation integrity / slope stability / structure stability / integrity

MAIN RESPONSIBILITIES

General summary of major areas of activities and responsibilities. This is not a list of exclusive duties but a sampling of day-to-day actions.

1. To carry out construction material sampling and compliance testing on site, including sample preparation and testing data/record processing
2. Checking and maintaining the testing equipment to ensure it meets all the required standards to carry out the services/tests accurately

KEY ACCOUNTABILITIES

All jobs are accountable for producing a range of outputs or end-results (usually between 4 to 8 end results). For each of the main end-results in your job, please state the Expected End Result (what needs to be achieved); the major activities carried out to achieve the end results (what needs to be done to achieve this results).

KEY RESULTS AREAS (KRA)

1. Collect appropriate samples on-site (e.g. from construction site) for laboratory testing
2. Conduct the tests in the laboratory within the required timeframe
3. To accurately and methodically log and record a totally unbiased range of test results
4. Provide the administration team with the results in a timely and efficient manner
5. Conduct all tasks with cost-efficiency in mind

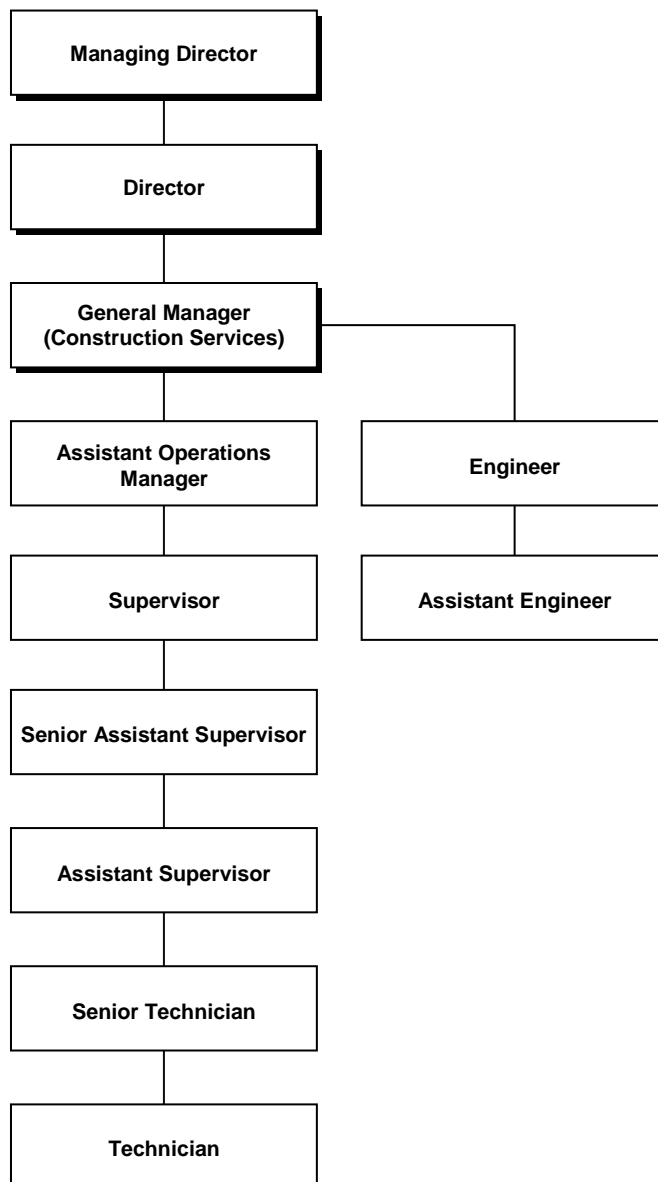
MAJOR CHALLENGES

Describe the major challenges faced in carrying out this job; also outline what is done to overcome them.

1. Employees have to work at height and handle heavy equipment/machinery to carry out the testing. These tasks are carried out in teams so each individual is supported with a colleague's assistance.
2. On-site sample collections take place where required (i.e. construction sites) so can be inconvenient to get to and site facilities/environment can be vary once on-site. The Company provides safety equipment and uniforms for the employee's safety. Company vehicles are supplied, where possible, to allow for easier travel to the sites.
3. Local / Overseas training will be provided to lead to future expertise in building inspection / foundation testing

ORGANISATION CHART

Please complete the organisation chart below. The organisation chart should show the relationship between jobholder's job, immediate superior, peers (reports to the same superior) and subordinates.



For the full corporate organisation chart, please refer to our company website.

JOBHOLDER REQUIREMENTS

Identify the requirements necessary for MINIMUM PROFICIENCY on the job.

Educational requirements: Form 5 / Certificate in Civil Engineering or equivalent

Years of experience: At least 1-2 years working experience
Experience in construction materials testing is an advantage
Fresh graduate will be considered as Technician Trainee

Other: Holder of a Hong Kong Driving Licence is an advantage

KEY COMPETENCIES

Do not list more than 15 competencies for this position.

1. Have a 'can do' attitude
2. Be a team player
3. Pay attention to detail, precision and accuracy
4. Have strong analytical skills
5. Take a flexible approach to working hours and be prepared to work overtime
6. Be mindful of timeframes
7. Take initiative and be able to work under pressure
8. Be hardworking
9. Take pride in your responsibilities

OTHER INFORMATION
