

Job Description



Job Title:	Geotechnical Technician, Starting salary £23,088
Location:	The Slate Barn, Lower Lowley, Dunsford, EX6 7BP daily visits to various sites

Company Ethos

As a company and as individuals we value honesty, openness, integrity, personal excellence and continuous self-improvement. We take pride in honouring our commitments and responsibilities. We strive to provide technical and environmental services of the highest quality to our clients. Customer satisfaction is recognised as paramount to our success.

Principal Job Purpose

Responsible for: Carrying out day to day activities as arranged by the Operations Manager, maintaining the store room and company equipment, keeping and updating site data as required and supporting the members of the Engineering team.

Responsible to: Company directors, senior management and engineers

Direct Line Manager: Operations Manager / Senior Engineer

Principal Accountabilities

1. Carrying out daily tasks as instructed by engineer's effectively and efficiently including:
 - a. Assisting with the setting up and dismantling of sites and secure compounds
 - b. Transportation of water to site towing the company bowser
 - c. Filling and Monitoring of soakaway testing
 - d. Carry out in-situ testing including plate bearing and CBR tests
 - e. Undertake gas and groundwater monitoring
 - f. Site walk-over surveys
 - g. Maintaining and sharing accurate records and logs to support the Engineering team
 - h. Undertake any other duties that may be required
 - i. Assisting the lead driller with operating Window sampling Rig (Training Provided)
2. Responsible for allocated company equipment and vehicles, including:
 - a. Carrying out safety checks
 - b. Cleaning
 - c. Security
3. Travel and overnight stays
4. Comply with the relevant sections of the company's policy statement on health, safety and welfare at work
5. Adhere to the principles of the company's equality policy and ensure commitment to anti-discriminatory practice

Person Specification – Non-Managerial

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form / CV	Interview	Other (please specify)	Probationary Period
Possession of a valid CSCS Card (Willingness to undertake course)	Desirable	✓	✓		✓
Experience of working on a construction site	Desirable	✓	✓		✓
Towing Experience	Desirable	✓	✓		✓
Knowledge/Skills					
Basic IT Skills in Outlook, Word and Excel	Essential	✓	✓		✓
Basic Literacy and Numeracy Skills	Essential	✓	✓		✓
Good Communication Skills	Essential	✓	✓		✓
Ability to manage own workload	Essential	✓	✓		✓
Special Requirements					
Full UK Driving licence and access to a vehicle for work	Essential	✓	✓	Site of Licence	

Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable		✓		✓
	Uses initiative to report issues that arise that impact on others				

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feedback results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better		✓		✓
	Actively seeks to develop own skills and knowledge		✓		✓
	Learns from mistakes & welcomes constructive feedback			✓	

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service		✓		✓
	Is committed to providing an excellent service to the all clients				✓
	Understands the links between own professionalism and the possible impact on the Companies image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary		✓		✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others		✓		✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation , discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others		✓		✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓

	Communicates professionally by using formal channels appropriate to the situation				✓
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