



Experts in
Continuous Monitoring

Job Description/Person Specification

Job Title: Equipment Technician
Location: GGS Head Office, Whitehill, Stockport
Reports To: Technical Director

Job Purpose:

To calibrate, test and maintain environmental monitoring equipment.

This role involves attendance at the Stockport office to complete your duties. From time to time you may be required to travel throughout the UK to assist in site deployments, training and company events.

Key Accountabilities

The following are the main elements of responsibilities of the role:

Equipment Technician

1. To calibrate, test and maintain equipment, and take appropriate records and assist with data quality control, compensation and optimisation.
2. To assist in the management, tracking and storage of stock.
3. This is a dynamic role and must develop to meet the needs of the business. As such the successful candidate must be flexible with the desire to learn and progress.
4. Willingness to learn and use computer software packages.
5. Equipment rooms and contents therein to be kept in a clean and tidy state.
6. Work with other members of staff, to provide an efficient, profitable and professional service;

General Responsibilities

7. The employee will carry out their duties with full regard to the company's Health & Safety and Environmental Policies and any other company policies relevant to their role.
8. Maintain the professional image of the company;
9. To assist and represent the company at industry specific events;
10. To work from time to time at project and office locations elsewhere in the UK;
11. Willing to stay overnight as business needs require;
12. To undertake such additional duties to support the business that are reasonably commensurate with, or lesser than, the level of the role;



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Competencies

- **Quality Focus** – Accomplishing tasks by considering all areas involved, no matter how small, showing concern for all aspects of the job; accurately checking processes and tasks;
- **Contributing to Team Success** – Actively participating as a member of a team to move the team toward the completion of company success;
- **Initiating Action** – Taking prompt action to accomplish company objectives; taking action to achieve goals beyond what is required; being proactive;
- **Adaptability** – Maintaining effectiveness when experiencing major changes in tasks or the work environment; adjusting effectively to work within new work structures, processes, requirements, or cultures;
- **Communication** - Clearly and politely conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message;
- **Discretion** – Ability to manage all privileged information obtained from directors and/or members of the management team in strict confidence.

Knowledge, Skills and Experience Required:

Essential

- Good understanding of working with technical instruments and/or electronics
- A proactive, self-starter willing to contribute innovative ideas
- Ability to work independently calibrating, testing and maintaining equipment
- Ability to adhere to rigorous data quality assurance procedures
- Ability to work as an integral part of a 'closely knit' team
- Ability to manage and prioritise individual work load
- Good verbal and written skills
- Good interpersonal skills
- A practical aptitude and problem solving ability
- Ability to be flexible and assist with all and any task required to grow and develop the business
- Enthusiasm and willingness to 'do what it takes' to develop a successful company
- High level of competency with Microsoft Office (particularly Excel) and other software packages
- GCSE (or equivalent) Grades 4 / C or above Mathematics, English and Science



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Desirable

- Relevant qualification (e.g. degree, HND, HNC, apprenticeship)
- Aptitude for quality
- Hold a current full driving licence and willing to drive to anywhere in the UK and occasionally beyond

Key Dimensions:

The Equipment Technician role is required to deliver a quality led, on time, equipment maintenance and calibration.

Key Working Relationships:

Reporting to the Technical Director, the role expands the capacity and capabilities of the company to allow more effective and efficient service delivery. The successful post holder will work closely with all levels of staff.

Level of Decision Making:

The Equipment Technician will be responsible for the delivery of the identified objectives issued by the senior technician or senior management.

Job Holder

Signed..... Date

Director

Signed..... Date



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