



JOB DESCRIPTION

Job Title	Laboratory Technician	
Department	TBC	
Location of Position	Various Locations (Central / Eastern, Western and Northern Division)	
Reporting to	Senior Lab Technician	
Direct Reports	Nil	
Delegated Authority	TBC	
Functional Relationships	<u>Internal</u> Divisional Engineering Teams Design Teams CEO	<u>External</u> Contractors / Consultants Suppliers Lab Accreditation Authorities Relevant Ministries

OBJECTIVES

Conduct high-quality materials testing and geotechnical investigations to support FRA's infrastructure projects. Ensure accuracy, reliability, and compliance with industry standards in all laboratory and field testing, providing critical data for engineering decision-making.

KEY DUTIES AND RESPONSIBILITIES

1) **Materials Testing & Geotechnical Investigations**

- i. Conduct laboratory and field tests on soils, aggregates, asphalt, and concrete to determine material suitability for road construction and maintenance.
- ii. Perform geotechnical investigations, including soil classification, compaction testing, and moisture-density relationships, to assess subgrade conditions for pavement design.
- iii. Conduct specialized tests such as aggregates, bituminous materials, concrete, soils, geomechanical test in accordance with FRA's standards specifications.
- iv. Support field teams in on-site material sampling, core extractions, and ground investigations to provide real-time data for project teams.
- v. Data Analysis, Reporting & Compliance
- vi. Record, analyze, and interpret test results, ensuring accuracy and compliance with local and international standards (Australian, New Zealand and American Standards as per FRA's approved listing).
- vii. Prepare technical reports and data summaries, providing insights to engineers and project managers for material selection and pavement design.
- viii. Identify potential material deficiencies and recommend corrective actions for quality improvement.

2) **Equipment & Quality Management**

- i. Operate, maintain, and calibrate testing equipment, ensuring precision in test results.



- ii. Ensure all testing procedures follow Standard Operating Procedures (SOPs) and laboratory best practices.
- iii. Participate in quality assurance programs, including proficiency testing and internal audits, to maintain FRA's laboratory accreditation.

3) Collaboration & Technical Support

- i. Work closely with FRA's technical teams, contractors, and consultants to provide timely and reliable test data.
- ii. Assist the Quality Assurance Officer and Laboratory Manager in investigations and process improvements.
- iii. Stay updated on advancements in materials testing techniques and laboratory best practices.

4) Perform any other duties as assigned by respective line Managers and/or CEO.

COMMON ACCOUNTABILITIES

Compliance

- Ensure that all actions of the FRA, its Contractors and other agents are at all times within the law.
- Ensure the Officer's actions are within such powers as delegated by the FRA.
- Full compliance at all times with the FRA's policies and procedures.
- Full compliance with the adopted risk management framework within the Officer's area of responsibilities.

Organisational Performance

- Promptly furnish complete and accurate performance results as they relate to the particular area of responsibility, when required.

Personal Performance

- The personal performance of all employees will be evaluated against their respective key performance indicators (KPIs) annually.

General Management

- In all decision-making (at all levels) identify all reasonably practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option.
- In all work relating to the Officer's particular area of responsibility ensure value for money is being achieved – and that the Fijian road infrastructure is being managed in the most effective, efficient and optimized way possible – in a manner that will ensure preservation of their long term service capacity and integrity.
- Protection of the FRA's intellectual property rights and reputation.



- Good public relations with all stakeholders.
- Protection of FRA's reputation.

Emergency Management

- Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to the FRA's Emergency Procedures Manual, Business Continuity Plan and an Operations Recovery Plan.

POSITION SPECIFICATION

- Diploma in Civil Engineering, Laboratory Technology, Geotechnical Engineering, Materials Science, or a related field.
- At least 5 years of experience in materials testing, laboratory operations, and geotechnical investigations. Experience in conducting standard laboratory and field tests for road construction materials.
- Experience in laboratory testing methods for soils, aggregates, asphalt, and concrete.
- Strong ability to work independently and ensure testing accuracy without direct supervision.
- Ability to use laboratory management systems (LIMS) and MS Office tools.
- Thorough understanding of Occupational Health and Safety (OHS) procedures in a lab setting.
- Integrity, strong ethics and a commitment to transparency.
- Willingness to self-develop and share knowledge
- Valid Group 2 Driving License - must be willing and able to travel frequently locally and internationally as and when required

This job description has been approved by:

Name	
Designation	
Signature	
Date	