

Geotechnical & Environmental Services, Inc.  
Job Description

**JOB TITLE: Entry Level Field & Laboratory Materials Technician**

**Summary:**

The Field & Laboratory Materials Technician is expected to perform all aspects of field observations and field/lab testing in conformance with GES, Inc., quality standards and client schedules. The field & laboratory materials technician performs testing on construction materials such as soil, concrete, asphalt and other specialized materials. He or she is expected to coordinate all activities with the lab supervisor, project manager and program manager.

**Essential Job Functions:**

**Frequency:**

- |   |           |
|---|-----------|
| 1. Perform field/laboratory testing and prepare detailed reports summarizing construction materials field/lab testing and observations with quality and accuracy, delivering results on time                    | Daily     |
| 2. Obtain and maintain relevant certifications  | As needed |
| 3. Follow Safety Manual guidelines  | As needed |
| 4. Pick up field samples for laboratory testing and discuss scope of laboratory testing with the Project Manager; communicate proactively with dispatch, managers and clients to discuss progress of field work | Daily     |
| 5. Maintain testing equipment and related housekeeping tasks in a thorough, efficient manner  | Daily     |
| 6. Coordinate laboratory testing and field assignments with the supervisor  | Daily     |
| 7. Demonstrate and foster a positive work environment   | Daily     |
| 8. Show commitment as a team player   | Daily     |
| 9. Perform other duties as assigned   | As needed |
| 10. Inform field representative of test results, represent themselves professionally to internal and external clients   | Daily     |

**Desired Outcomes or Results:**

Testing will be completed on schedule in conformance with company's quality standards. Managers and field staff will receive accurate test results on time, enabling superior customer service. All field testing and observations will be performed in conformance with the daily field schedule and the company's quality standards, and technicians will have positive relationship with managers, clients, and co-workers.

**Education, Knowledge, and Skills Preferred:**

- High school diploma
- Excellent client relations skills
- Good oral and written communications skills

**Staff Type**

**Minimum Years Relevant Experience**

**Minimum No. Relevant Certifications**

Field/Lab Tech I	0 yrs	0 – 3
Field/Lab Tech II	2 yrs	4
Field/Lab Tech III	5 yrs	6