

JD 15 Job Description for Assistant Technician, Metrology

Job Title	Assistant Technician, Metrology
Grade	KS 9
Corporation/Organization	Kenya Bureau of Standards
Directorate	Metrology and Testing
Department	Metrology
Division	Mechanical Metrology, Electrical Metrology, Optics and Thermometry Metrology, Engineering Services, Measurement Technology and Solutions
Section / Unit	Volume & Flow, Viscosity& Density, Time & Frequency, Force, Torque, & Hardness, Mass, Pressure, Length, Temperature, Alternating Current & Low Frequency, Ionizing Radiation, High Radio Frequency, Acoustics & Vibration, Electrical Energy, Photometry & Radiometry, instrumentation, Engineering Services, Measurement Technology & Solutions
Location / Workstation	Kenya Bureau of Standards Headquarters, Coast Region Mombasa, Lake Region Kisumu, North Rift Region Eldoret, South Rift Region Nakuru

Reporting Relationships	
Reports to	Principal Metrology Officer
Direct reports	N/A
Indirect Reports:	N/A

Job Purpose
The job performs operations under supervision for purposes of linking Secondary Measurements standards to Primary standards in the division to the International System of Units (SI), in order to facilitate local, regional and international trade; promote scientific discovery and innovation for Kenya and regional industries for the realization of Kenya Vision 2030, Sustainable Development Goals and African Union Agenda 2063; ensuring health and safety of consumers and protection of the environment.

Key Responsibilities / Duties / Tasks
I. Managerial / Supervisory Responsibilities
N/A
Operational Responsibilities / Tasks
a) Calibrates and maintains measurement standards, reference materials and reference techniques; which are used to calibrate industrial and scientific equipment to ensure accuracy and linkage to the International System of Units (SI);

- b) Ensures safety during movement of measurement standards, equipment and customers' calibrated equipment in and out of KEBS premises;
- c) Implements the quality management system based on international standards for the purpose of ensuring efficiency, effectiveness and enhancement of international recognition;
- d) Implements strategies for income generation;
- e) Performs inter-laboratory comparisons and proficiency testing schemes for purposes of achieving international equivalence and recognition;
- f) Requests for provision of resources material and physical needs for effective delivery of measurement services;
- g) Develops technical specifications for procurement requirements;
- h) Executes sequence of testing and calibration program for instruments and equipment according to blueprints, schematics, technical manuals, and other specifications.
- i) Performs preventative and corrective maintenance of standards equipment and client equipment to ensure conformance to calibration and maintenance, and safety procedures;
- j) Monitors and maintains calibration environmental conditions;
- k) Set up measuring equipment and special purpose lab equipment, aimed at testing and calibrating equipment;
- l) Perform basic instrument troubleshooting activities.
- m) Inspect systems to ensure that all parts are properly working and that any calibration issues are handled in a profound manner.
- n) Create and maintain the inventory of parts and tools, communicating low stock situations to the supervisor
- o) Organize service schedules;

Job Dimensions:

Financial Responsibility:

N/A

Responsibility for Physical/Intangible Assets

N/A

Decision Making/Job Influence

N/A

Working Conditions

Works predominantly in the laboratory with exposure to radiation, chemicals, vibration, high voltages, electromagnetic fields, fumes, noise, extreme temperatures, dust, moving mechanical parts, electrical shock among other hazards

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Diploma/Higher Diploma in Electrical Engineering, Mechanical Engineering or Instrumentation

Professional Qualifications / Membership to professional bodies

Registration with relevant professional bodies:

Kenya Engineering Technology Registration Board or Kenya Medical Laboratory Technicians and Technologist Board

Previous relevant work experience required.
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N/A

Functional Skills, Behaviour Competencies/Attributes

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| <ul style="list-style-type: none">a) Measurement skillsb) Information, communication and technology skillsc) Time management skillsd) Communication skillse) Customer care management skillsf) Interpersonal skills |
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