

Job Description

Job title	LEV Technician	Date March 2023
Reports to (title)	LEV Team Leader	
Contract/Department	GSK	Revision 2301
Location	Stevenage	

Job purpose

Describe the overall purpose of the job in two or three sentences.

To maintain all pharmaceutical ventilated enclosures to and approved standard, highlight anomalies and adjust where possible.

To carry out thorough examination & testing of local exhaust ventilation systems in line with industry best practice, legislation & GSK procedures.

To carry out repair works and assist in enabling contractors repair works.

To investigate and provide suitable advice to remedy any faults discovered.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

1. To provide a key role in the delivery of planned and unplanned work relating to local exhaust ventilation on site. Work will include but not be limited to:
 - Biological Safety Cabinets
 - Fume Cupboards
 - Ventilated Enclosures
 - On-tool extraction
2. To remain compliant through training assigned to you by EMCOR UK and GSK.
3. To take accountability for work undertaken including where necessary obtaining quotes from suppliers and third-party contractors.
4. To provide updates when required for any changes to work orders or asset information.
5. To identify current asset condition and any changes to plant condition.
6. To assist the wider EMCOR UK team with any reasonable requests.

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Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

1. This role has no direct reports.
2. This role has no financial accountability.
3. This role will require, when directed facilitating third party contractors and suppliers including issuing of permits where required, escorting, supervising and provision of access.
4. You will be required to use the client's CAFM system (EAM).

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

1. Understand the principles of good control practice for hazardous substances and the role of local exhaust ventilation (LEV) in this regard.
2. Demonstrate good understanding of current standards and testing methods related to LEV systems, Safety Cabinets, Fume Cupboards, Ventilated Enclosures and other systems on site.
3. Carry out the testing of LEV systems used to control exposure to substances hazardous to health.
4. Produce suitable records of the results of examination and testing as required by regulatory guidance and codes of practice.
5. Understand and be able to describe the principles and the main elements of a LEV system.
6. Judge whether a LEV system is capable of adequate control of the identified hazards.
7. Carry out the necessary measurements safely to determine if a LEV system is effective and operating to the design specification.
8. Establish, in circumstances where a system has not been properly commissioned, whether the system works effectively, controls exposure and determine the operating criteria for continued performance.
9. Provide suitable advice to remedy any faults discovered.
10. Have proven knowledge, skills and application experience that enables a person to do an effective and reliable job.

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Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

1. The role is Monday to Friday 08:00-17:00.
2. Due to the nature of the work flexibility is required to work additional hours at an overtime rate.
3. On occasions your core hours may be amended to suit the needs of the business.
4. The role is based at Stevenage which is part of several GSK properties. In exceptional circumstances you may be requested to attend other sites in the UK to support the business.
5. There is no requirement for a call out function.

Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	