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| <b>Job Title:</b>      | Technician                              |
| <b>Department:</b>     | Equipment Standards                     |
| <b>Reporting To:</b>   | Assistant Director – Research & Testing |
| <b>Direct Reports:</b> | 0                                       |
| <b>Version</b>         | V1 30/05/2024                           |

### Job Purpose

To test and evaluate golf equipment for conformance to the Equipment Rules, following documented test methods to ensure tests are carried out in a thorough and accurate way using machinery and methods which are in calibration, and reporting on conformance outcomes, as well as conducting testing for research purposes.

To assist with the maintenance, fabrication and repair of testing equipment, troubleshooting issues and escalating to the Assistant Director where appropriate.

### Key Accountabilities

- Conduct testing and evaluation of golf balls and golf club components and other equipment to determine conformance to the Equipment Rules, working in line with the department's testing schedule, following testing and reporting procedures and adhering to predetermined testing deadlines.
- Provide reports on conformance testing outcomes to the Assistant Director to inform their decision-making processes in relation to equipment conformance.
- Accurately verify test equipment to ensure generation of accurate results.
- Troubleshoot issues with and when necessary, conduct basic repairs to testing equipment including electronics as required, escalating issues to internal or external stakeholders when necessary, to ensure that testing is completed in accurate and timely manner.
- Maintain and review all testing related processes in the department's Quality Management system to ensure the maintenance and improvement of standards and their continual compliance with ISO accreditation.
- Maintain laboratory and work areas to ensure they are adequately stocked and fit for purpose.
- Conduct testing for research projects as required, under the direction of the Assistant Director/Research and Testing Manager to support departmental objectives.

### Resource

- Responsible for the verification of test equipment and scheduling of equipment calibration and maintenance as appropriate.

## Expertise

- Experience working in a similar or related role.
- Ability to transcribe/record results accurately and in a timely fashion.
- Ability to work within a structured framework such as the ISO 9001 quality management system.
- Ability to follow multi-step written instructions using laboratory equipment.
- Ability to respect and maintain high levels of confidentiality.
- Ability to conduct manual testing and verification.
- Proficiency in using Microsoft Word and Excel.
- Scottish National 5 qualifications, or equivalent, in English and Maths.

This job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the position.