

JOB DESCRIPTION

JOB TITLE:	Engineering and Trade Technician
DIRECTORATE:	Curriculum and Students
DEPARTMENT:	BEST, Engineering and Electrical
RESPONSIBLE TO:	Deputy Head of Department
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	To maintain the Brickwork, Carpentry, P&D, Plumbing, Engineering and Electrical workshops and associated equipment and provide support to students and staff. Responsibilities for stock control and monitoring.
GENERAL REMARKS:	The post holder may be required to work occasional evenings.

MAIN TASKS AND RESPONSIBILITIES:

- 1. Preparation for Practical Tutorial Sessions**
- 2. Miscellaneous Duties**
- 3. General Responsibilities**

1. Preparation for Practical Tutorial Sessions

- 1.1 Prepare materials and equipment for lectures/demonstrations as required by tutor.
- 1.2 Use manual and mechanical methods to transport materials.
- 1.3 Maintain tools for student use.
- 1.4 Maintain stock control with regard to tools, materials and workshops.
- 1.5 Load out bricks in student work areas and continually revolve bricks for student use, change over every lesson to provide suitable materials.
- 1.6 Power wash and stack bricks to dry as and when required.
- 1.7 Carry out planned maintenance on machines and equipment.
- 1.8 Maintain daily operation of workshop machines.
- 1.9 Clean and maintain workshop resources.
- 1.10 Keep a COSHH register updated termly as required.

- 1.11 Carry out risk assessments for all workshops and ensure these are clearly displayed at all times.
- 1.12 Assist tutors with general safety of students in the workshops (PPE, Manual handling etc.)
- 1.13 Maintain security within the workshops.
- 1.14 Similar duties in other building craft areas as required by the Curriculum Area Manager.

2. Miscellaneous Duties

- 2.1 As directed by teaching staff, assist with the supervision of students in work areas for reasons of safety and security.
- 2.2 Assist in ensuring that the requirements of the Health & Safety at Work Act and other safety legislation, codes of practice etc. are adhered to.
- 2.3 Carry out all associated administrative duties.
- 2.4 Assist with the ordering, receipt and safe storage of deliveries of supplies to the Department.
- 2.5 Assist other technician staff to move heavy plant and equipment within workshops.
- 2.6 Ensure that the workshops are cleared and tidied to provide a safe working environment.
- 2.7 Arrange safe disposal of waste materials used within the workshops.

3. General Responsibilities

- 3.1 Contribute to the attainment of the College's strategic objectives, as appropriate.
- 3.2 Comply with all College policies, practices and procedures.
- 3.3 Take responsibility for personal development, attend conventions, conferences and other similar activities and updating events as required within the CIP.
- 3.4 Participate in and promote the Professional Development and Appraisal schemes.
- 3.5 Undertakes such duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your initial or present place of work, or any other establishment for which the College provides services.
- 3.6 Take responsibility for safeguarding and promoting the welfare of children, young people, adults and vulnerable people.

NB In consultation with you, this job description is liable to variation by College managers to reflect or anticipate changes in the College's requirements.