

Job Description

Maintenance Technician



Please refer to Clause 3.5 Job descriptions of the [Support Staff Collective Agreement](#)

Position Title	Maintenance Technician
Reports to	Head of Technology, Board of Trustees
Working Relationships	Technology Faculty Staff

Employment Status: Part-time | 8 hours per week | Term time only

Purpose of the position

To support technology workshop staff & maintain equipment & workspaces.

Key Responsibilities	Appraisal Indicators
Maintain Workshop Equipment & Machinery	Timely maintenance of equipment
Monitor specialised equipment needs	Completion of tasks from task board
Monitor workshop material racks	Advises staff of materials shortages
Provide specialised advice	Provide guidance of an expert nature

Tasks and Duties

Maintain Workshop Equipment & Machinery

- Routinely clean & lubricate machinery
- Perform repairs where practical
- Arrange outsourcing of minor/medium maintenance where applicable

Monitor specialised equipment

- Repair, develop & create specialized equipment

Monitor Workshop material racks

- Steel racks to be tidy and safe.
- Reduce, reuse & recycle materials to ensure minimum wastage

Provide advice

- Provide guidance of an expert nature

General Responsibilities**Health & Safety & Wellbeing**

- Take responsibility for personal safety & wellbeing
- Contribute to a culture of teamwork, respect and collegiality amongst staff
- Understanding and honouring the Tiriti o Waitangi In all actions and decision making, relating to partnership, participation and protection.
- Contribute to a safe working & learning environment
 - Practicing safe work methods
 - Proper use of safety equipment
 - Active participation to eliminate & minimise workplace risks

Declaration:

Approved by:	
Date Signed:	
Appointee:	
Date Signed:	
Reviewed By / Date:	