

# 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
<b>Maintain Workshop Equipment &amp; Machinery</b>	Timely maintenance of equipment
<b>Monitor specialised equipment needs</b>	Completion of tasks from task board
<b>Monitor workshop material racks</b>	Advises staff of materials shortages
<b>Provide specialised advice</b>	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
- 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:	