SOUTH DOWNS COLLEGE

POST TITLE:	Engineering Technician (Mechanical)	Post No. A346
GRADE:	Scale 3/4	FTE: 1.00
Hours:	37 hours per week, 52 weeks per year	
RESPONSIBLE TO:	Head of Faculty of Arts and Sciences through Head of Curriculum for Engineering	

MAIN DUTIES:

To provide support to Lecturers, Technicians and students working within the Engineering curriculum area and to carry out store keeping duties as required.

Specific tasks will include:

1 Support Lecturers in the workshop in the teaching of students. This support to include setting up resources, materials and tools. Support and guidance to be given to students as per lecturers instructions.

2 Working as a member of the Science and Engineering quality circle in the provision of a quality service to all members of the engineering curriculum area.

3 Liaising with the Head of Curriculum and members of the Curriculum team in the carrying out and documenting of risk assessments and health and safety audits.

4 Carrying out of routine maintenance, cleaning and repair of workshop equipment to ensure that the workshop and associated machinery is maintained in a clean and safe state.

5 Preparation and provision of tools, equipment and materials as required to enable staff and students to work effectively.

6 Ensuring that reasonable standards of security and safety are maintained within the curriculum area.

7 Liaise with engineering staff in the update and display of materials within the curriculum area.

8 Provide sickness cover for technician staff as required.

9 Provide workshop storekeeping cover as required.

10 Ensure that workshops, laboratories and classrooms within the curriculum area are maintained in an operable and safe manner ready for use by staff and students. This is to include the arrangement of disposal of hazardous waste materials.

11 To carry out such other duties within the college as are assigned by the Head of Curriculum and/or College Secretary that are commensurate with the grade of the post.

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College's operational sites.