

**JOB DESCRIPTION FOR ASSISTANT TECHNICAL OFFICER FOR COLLEGES**  
**(DESIGN & TECHNOLOGY)**

**3.0 Duties and Responsibilities**

3.1 The duties and responsibilities of an Assistant Technical Officer (D&T) shall include the following:

Resources

- Co-ordinating with the Head of Department/teacher-in-charge to compile lists of equipment complete with specifications in view of purchasing new equipment or spare parts;
- Liaising with teachers to compile lists of equipment and consumables which may be required for effective lessons and project work;
- Liaising with teachers and TOs on lists of equipment, spare parts and consumables in view of purchasing;
- Cleaning and returning equipment to storage or resource rooms;
- Conducting regular cleaning and servicing where possible, of equipment, machines and machine tools;
- Conducting repairs and/or calibration where possible of equipment and machines;
- Coordinating the servicing and repairing and/or calibration of equipment, machines and machine tools by outside school service providers and/or suppliers;
- Ensuring that resources and equipment are in good running order and available when needed;
- Manufacturing jigs and fixtures requested by the teacher;
- Preparing materials and resources (components, kits, tools) for teachers;
- Preparing materials and resources (components, kits, tools) for students' projects;
- Constructing, modifying or extending laboratory equipment.

Health & Safety

- Ensuring that the health and safety standards as provided for in the Occupational Health & Safety Act are in place and applied in D&T labs at all times;

- Liaising with all Education Officers responsible for D&T and Health & Safety;
- Reporting infrastructural faults including services and utilities in labs and resource rooms to SMT;
- Ensuring that waste separation policy defined by schools is implemented at all times;
- The safe handling of waste and chemicals in the lab / workshop;
- Ensuring the availability of any necessary Personal Protective Equipment (PPE) for persons using D&T labs / workshops.

#### Record Keeping

- Compiling a computerized (if available) up-to-date inventory system for all D&T equipment;
- Keeping relevant records of expenditures vis-à-vis materials and supplies;
- Ensuring the systematic record-keeping of expenditures vis-à-vis materials and supplies;
- Liaising with teachers on the available stocks of materials and undertake inventory checks in order to ensure proper stocks of consumables with reorder thresholds;
- Maintaining a schedule of laboratory activities involving the intervention of the laboratory technicians.

#### Infrastructure

- Organising and / or constructing storage systems for students' work and other materials;
- Assisting in the set up and up-keeping of D&T labs and resource rooms;
- Checking the functionality of the electrical supply system in the D&T labs at all times.

#### In the Lab Assistance

- Facilitating the preparation and the manufacture of teaching aids;
- Being present to provide support as required during all D&T lessons in the laboratory or workshop;
- Preparing materials, tools and resources as required by the teacher;

- Co-ordinating with the SMT regarding the up-keep and cleaning of labs and workshops.

#### Others

- Organizing regular meetings with lower grades of technicians to discuss laboratory management and related issues;
- Attending for meetings, training, seminars and staff development sessions as may be deemed necessary both locally and abroad;
- Performing other duties as may be deemed appropriate by the Education Directorates;
- Performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

### 3.0 Dmirijiet u Responsabbiltajiet

#### 3.1 Id-dmirijiet u r-responsabbiltajiet ta' *Assistant Technical Officer* (Id-Disinn u t-Teknoloġija) jinkludu:

##### Ir-Rizorsi

- Il-koordinazzjoni mal-Kap tad-Dipartiment/l-ghalliema inkarigati biex ikunu formolati listi ta' tagħmir flimkien mal-ispeċifikazzjonijiet bil-ghan li jinxtara tagħmir gdid jew partijiet għall-bdil;
- Il-komunikazzjoni mal-ghalliema biex ikunu formolati listi ta' tagħmir u oġġetti għall-konsum li jistgħu jinhtiegu għal-lezzjonijiet effettivi u xogħol għall-proġett;
- Il-komunikazzjoni mal-ghalliema u TOs dwar il-listi ta' tagħmir, partijiet għall-bdil u oġġetti għall-konsum bil-ghan ta' xiri;
- It-tindif u tagħmir li jinghata lura għall-ħażna jew għall-kmamar tar-rizorsi;
- It-twettiq ta' tindif regolari u l-ghoti ta' manutenzjoni fejn hu possibbli, tat-tagħmir, il-magni u l-ghodod tal-magni;
- It-twettiq ta' tiswijiet u/jew il-kalibrar fejn hu possibbli tat-tagħmir u l-magni;
- Il-koordinazzjoni tal-ghoti tal-manutenzjoni u t-tiswijiet u/jew il-kalibrar tat-tagħmir u l-magni u l-ghodod tal-magni minn fornituri barranin li mhumiex tal-iskola u/jew fornituri;
- Li jkun żgurat li r-rizorsi u t-tagħmir qegħdin f'kundizzjoni tajba għall-użu u disponibbli meta meħtieġa;
- L-immanifatturar ta' oġġetti kif mitlub mill-ghalliem;
- It-thejjija ta' materjali u rizorsi (komponenti, kits, għodod) għall-ghalliema;
- It-thejjija ta' materjali u rizorsi (komponenti, kits, għodod) għall-proġetti tal-istudenti;
- Il-bini, l-immodifikar jew l-estensjoni tat-tagħmir għal-laboratorju.

##### Is-Sahħa u s-Sigurtà

- Li jkun żgurat li l-livelli tas-sahħa u s-sigurtà huma mharsa u applikati f'kull hin fil-laboratorji tad-D&T kif ipprovdut fl-Att dwar is-Sahħa u s-Sigurtà fuq il-post tax-Xogħol;

- Il-komunikazzjoni mal-Uffiċjali kollha tal-Edukazzjoni responsabbli għad-D&T u s-Sahha u s-Sigurtà;
- Ir-rappurtagġ ta' ħsarat infrastrutturali inklużi servizzi u utilitajiet fil-laboratorji u l-kmamar tar-riżorsi lill-SMT;
- Li jkun żgurat li tkun implimentata f'kull hin il-politika dwar is-separazzjoni tal-iskart;
- L-immaniġġjar sikur ta' skart u sustanzi kimiċi fil-laboratorji / klassi tax-xogħol;
- Li jkun żgurat id-disponibbiltà ta' xi Tagħmir Protettiv Personali (PPE) meħtieġ għal persuni li jużaw il-laboratorji / klassi tax-xogħol tad-D&T.

#### Iż-Żamma tar-Rekords

- It-tfassil ta' sistema kompjuterizzata u aġġornata tal-inventarju (jekk disponibbli) għat-tagħmir kollu tad-D&T;
- Iż-żamma ta' rekords rilevanti ta' inġenier minhabba materjali u provvisti;
- Li tkun żgurata żamma sistematika ta' rekords tal-inġenier minhabba materjali u provvisti;
- Il-komunikazzjoni mal-ġhalliema dwar l-istokk disponibbli ta' materjali u l-ikkontrollar tal-inventarju sabiex ikun żgurat stokk xieraq ta' oġġetti għall-konsum b'ammont ta' flus disponibbli għat-talbiet mill-ġdid;
- Iż-żamma ta' skeda bl-attivitajiet tal-laboratorju li tinvolvi l-intervent tat-tekniki tal-laboratorju.

#### L-Infrastruttura

- L-organizzazzjoni u / jew il-kostruzzjoni ta' sistemi ta' hafna għax-xogħol tal-istudenti u materjali oħrajn;
- Għajjnuna fit-twaqqif u iż-żamma tal-laboratorji tad-D&T u l-kmamar tar-riżorsi;
- L-iċċekkjar tal-funzjonalità tas-sistema tal-provvista tal-elettriku fil-laboratorji tad-D&T f'kull hin.

#### L-Għajjnuna fil-Laboratorju

- It-thaffif fit-thejjija u l-immanifatturar tal-għajnuniet għat-tagħlim;

- Li jkun/tkun prezenti biex jipprovdi/tiprovdi appoġġ meta meħtieġ waqt il-lezzjonijiet tad-D&T fil-laboratorju jew fil-klassi tax-xogħol;
- It-tnejn ta' materjali, għodod u rizorsi meta meħtieġa mill-għalliema;
- Il-koordinazzjoni mal-SMT dwar iż-żamma u t-tindif tal-laboratorji u l-klassijiet tax-xogħol.

#### Oħrajn

- L-organizzazzjoni ta' laqgħat regolari ma' tekniċi li jinsabu fi gradi biex ikun diskuss l-immaniġġjar tal-laboratorju u kwistjonijiet irrelatati;
- L-attendenza meta meqjusa meħtieġa għal-laqgħat, taħriġ, seminars u seduti għall-iżvilupp tal-istaff kemm lokalment kif ukoll barra minn Malta;
- It-twettiq ta' xoghlijiet oħra li jistgħu jitqiesu xierqa mid-Direttorati tal-Edukazzjoni;
- Dmirijiet oħra skont l-esiġenzi tas-Servizz Pubbliku, skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni.