JOB DESCRIPTION

TECHNICIAN – DESIGN & TECHNOLOGY

Duties and responsibilities include:

Resources

- Coordinating with Head of Department / Teachers-in-charge / Senior Technical Officers / Technical Officers to compile lists of equipment complete with specifications in view of purchasing new equipment or spare parts;
- Liaising with Teachers / STOs / TOs so as to compile lists of equipment and consumables which may be required for effective lessons and students’ project work;
- Liaising with Teachers / STOs / TOs on lists of equipment, spare parts and consumables in view of purchasing;
- Liaising with Teachers / STOs / TOs in preparing and setting up D&T equipment for practical work, both for demonstrations as well as for students’ individual and/or group work. This includes providing D&T equipment for outdoor school activities;
- Assisting in the set-up and upkeep of Design & Technology laboratories / Workshops and keeping all laboratory equipment in good working order;
- Dismantling equipment, cleaning it and returning it to storage or resource rooms after laboratory sessions;
- Conducting regular cleaning and servicing where possible of laboratory equipment, machines and tools using procedures in service manuals;
- Conducting repairs and/or calibration where possible of laboratory equipment, machines and tools using procedures in service manuals;
- Coordinating the servicing / repairing and/or calibration of equipment, machines and tools by outside school service providers and/or suppliers;
- Manufacturing jigs and fixtures requested by the Teachers;
- Preparing materials and resources (components, kits, tools) for teachers’ and students’ projects;
- Constructing, modifying or extending laboratory equipment as per safety standards;
- Supporting Teachers and students in D&T related school projects;
- Ensuring that resources and equipment are in good running order and available when needed;
Ensuring that all the Information Technology (IT) resources in all D&T laboratories are in good running order and available for use by Teachers and students at all times;

Assisting the Teacher in setting up and using Information Technology (IT)/audiovisual teaching aids in the D&T laboratories;

**Health & Safety**

- Ensuring that the Health and Safety standards as provided for in the Occupational Health & Safety Act are in place and applied in all D&T laboratories/workshops and resource rooms at all times;
- Liaising with all Education Officers responsible for D&T and Health & Safety subjects;
- Ensuring that waste separation policy as defined by the school is implemented in all D&T laboratories at all times;
- Ensuring the safe handling of waste and chemicals in the D&T laboratories and workshops;
- Liaising with Health and Safety Teachers vis-à-vis Health and Safety issues in the D&T laboratories and workshops;
- Ensuring the availability of any necessary Personal Protective Equipment (PPE) for persons using D&T laboratories and workshops;

**Record Keeping**

- Compiling a computerized up-to-date inventory system for all D&T equipment;
- Liaising with Teachers/STOs/TOs on the available stocks of materials and undertake inventory checks in order to ensure proper stocks of consumables in line with reorder thresholds;
- Liaising with STOs/TOs so as keeping relevant records of expenditures vis-à-vis materials and supplies;
- Ensuring the systematic record-keeping of expenditures vis-à-vis materials and supplies;
- Maintaining a schedule of laboratory activities involving the intervention of the laboratory technicians;

**Infrastructure**

- Reporting to the authorised School Management Team member/STOs/TOs any infrastructural faults in the D&T laboratories, workshops and resource rooms for remedial action;
- Checking the function-ability of the electrical supply system in the all D&T laboratories, workshops and resource rooms at all times;
- Organising and / or constructing storage systems for students' work and other materials;
- Assisting in the set up and up-keeping of D&T laboratories, workshops and resource rooms;

**In the lab Assistance**
- 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 Teachers;
- Facilitating the preparation and the manufacture of teaching aids;
- Liaising with the SMT / D&T Teachers / STOs / TOs so as to ensure the smooth running of all D&T laboratories and resources in the school;
- Coordinating with the SMT regarding the up-keep and cleaning of laboratories and workshops;

**Others**
- 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.