

JOB DESCRIPTION

TECHNICIAN – DESIGN & TECHNOLOGY

Duties and responsibilities include:

Resources

- Coordinating with Head of Department / Teachers-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 students' 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 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;
- Ensuring that resources and equipment are in good running order and available when needed;
- Purchasing and/or assist in the purchasing of equipment, spare parts and consumables;
- 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;

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;
- Reporting infrastructure faults including services and utilities in labs and resource rooms to SMT;

- 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;
- 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;
- 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 in line 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 laboratories, workshops and resource rooms;
- Checking the function-ability of the electrical supply system in the all D&T laboratories, workshops and resource rooms 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 lessons in the laboratory or workshop;
- Preparing materials, tools and resources as required by the Teachers;
- 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.