

Job description – Technician – Vocational Subjects

Nomenclatures importing the male gender include also the female gender.

Purpose and Duties

The selected candidate in the position of Vocational Subject Technician would be required to provide assistance and support in the teaching of Vocational Subjects. The candidate is expected to:

- Be knowledgeable in the area of VET subjects; tools / machines / workshop up keeping and maintenance, including Networking and Hardware Installation.
- Be motivated to work and show dedication for the subject.
- Be able to work without supervision and to work within a team.
- Be able to prioritise work according to requirements and circumstances.

MEDE has the right to assign and/or deploy a successful applicant to serve in any College, School, and Educational Institution including on a shared basis in Malta or Gozo, according to the exigencies of the Malta Public Service.

The duties of this officer will include: the preparation of the place where the lessons will be held, the continuation of work that had not been finished during lessons, the maintenance of tools and machinery in the absence of the teacher and/or students, the purchase of material, tools and machinery according to the required needs.

General Responsibilities

The duties of the Technician will include:

Resources and Equipment

- Coordinating with line officers, namely the VET teachers, Heads of Department or Teachers-in-charge, Heads of Schools, College Principals and Education Officers (Vocational subjects), Technical Officers, Senior Technical Officers, to compile lists of equipment complete with specifications in view of purchasing and transporting new equipment or spare parts whenever necessary;
- Liaising with VET Teachers / STOs / TOs on lists of equipment, spare parts and consumables in view of purchasing;
- Liaising with VET Teachers / STOs / TOs so as to compile lists of equipment and consumables which may be required for effective lessons and students' experiments and project work;
- Purchasing and/or assist in the purchasing of equipment, spare parts and consumables;
- Liaising with VET Teachers / STOs / TOs in preparing and setting up of equipment for practical work, both for demonstrations as well as for students' individual and/or group work. This includes providing equipment for outdoor school activities;
- Providing services in collaboration with and coordinating with line officers, namely the VET teachers, Heads of Department or Teachers-in-charge, Heads of Schools, College Principals and Education Officers (Vocational subjects), Technical Officers, Senior Technical Officers and officers from the Department for Learning and Assessment Programmes as necessary;
- Assisting in the set-up and upkeep of VET laboratories / Workshops and keeping all laboratory equipment in good working order;
- Ensuring that all VET workshops and laboratories have the necessary equipment and resources;
- Installing new equipment including both hardware and software;

- Setting up and dismantling equipment, cleaning it and returning it to storage or resource rooms after laboratory / workshop sessions;
- Conducting regular and routine maintenance, repairs, cleaning, servicing, and/or calibration, where possible, of laboratory / workshop equipment, machines, tools and equipment using procedures and as stipulated in service manuals;
- Providing routine maintenance, service, repair and/or calibration of equipment, machines and tools using the procedures stipulated in service manuals and/or coordinating with suppliers for the maintenance and repair of equipment;
- Coordinating the maintenance, servicing, repairing and/or calibration of equipment, machines and tools by outside school service providers and/or suppliers where necessary;
- Preparing materials and resources (components, kits, tools) for teachers' and students' projects.
- Preparing labels for chemicals, detergents and other items in accordance with established standards of Safety nomenclature. This should include as well correct labelling for handling and storage of chemicals;
- Constructing, modifying or extending laboratory / workshop equipment as per safety standards;
- Supporting Teachers and students in VET related school projects;
- Ensuring the safe custody, repair and maintenance of equipment under their charge;
- Ensuring that resources and equipment are in good running order and available when needed;
- Providing for the necessary security to the resources and equipment under their care;
- Ensuring that all the resources and equipment (including IT equipment) in all laboratories /workshops under their care are in good running order and available for use by the teachers and students at all times;
- Assisting the Teacher in setting up and using Information Technology (IT) /audio-visual teaching aids in the VET laboratories / workshops/spaces;
- Keeping all VET workshops, labs and resource rooms tidy;
- Assist in the cleaning of items using any washing and drying equipment available;
- Safely operating and performing routine maintenance on and cleaning of all machinery, tools and equipment used in the delivery of the subject;
- Preparing materials and resources, such as equipment, tools, components, software, computer systems, for teachers and for students' projects;
- Ensuring the safe handling and storage of tools, machinery, software, etc. in all VET workshops, laboratories, VET spaces, resource rooms and in all environments where VET technology is used;
- Ensuring the good working order of any e-learning equipment and resources in use.

Health & Safety

- Ensuring that the standards and procedures outlined in the Occupational Health and Safety Act and subsidiary legislations (legal notices) are established, implemented and applied at all times in all VET workshops, laboratories, VET spaces, resource rooms, preparation rooms and in all environments where VET technology is used;
- Liaising with the Education Officers for VET subjects and Education Officer and teacher/s responsible for Health & Safety vis-a-vis health and safety issues in all VET workshops, laboratories, VET spaces, resource rooms, preparation rooms and in all environments where VET technology is used;
- Ensuring that waste separation policy as defined by the school is implemented at all times in all VET workshops, laboratories, VET spaces, resource rooms, preparation rooms and in all environments where VET technology is used;
- Ensuring the safe handling and storage of chemicals, and the safe disposal of waste in VET workshops, laboratories, VET spaces, resource rooms and preparation rooms;

- Ensuring that cleaning chemicals and detergents used are in line with the relevant Safety Legislation.
- Liaising with Health and Safety Teachers vis-à-vis Health and Safety issues in the VET workshops, laboratories, VET spaces, resource rooms, preparation rooms and in all environments where VET technology is used;
- Ensuring the availability of any necessary Personal Protective Equipment (PPE) for persons using VET workshops, laboratories, VET spaces, resource rooms and preparation rooms;
- Reporting infrastructural faults including services/utilities in VET workshops, laboratories, VET spaces and resource rooms and in all environments where VET technology is used to SMT;
- Ensuring that food and/or drinks are not allowed in those VET workshops, laboratories, VET spaces and resource rooms and in all environments where VET technology unless such food and/or drink is to be used as part of the lessons;
- Purchasing/procuring all personal protective clothing for use in all VET workshops.

Record Keeping

- Compiling and maintaining a computerized up-to-date inventory system for all VET resources and 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;
- Maintaining up-to-date records of lost or damaged items.
- Liaising with STOs / TOs so as keeping relevant records of expenditures vis-à-vis materials and supplies;
- Ensuring the systematic and up-to-date record-keeping of expenditures vis-à-vis materials and supplies;
- Maintaining a record of all income and expenditure, and all receipts, where applicable;
- Maintaining a schedule of laboratory activities involving the intervention of the VET laboratory Technician(s);

Infrastructure

- Reporting to the authorised School Management Team member / Precincts Officer / STOs / TOs any infrastructural faults in the VET laboratories, workshops and resource rooms and in all environments where VET technology is used for remedial action;
- Liaising with the SMT / VET Teachers / STOs / TOs so as to ensure the smooth running of all VET laboratories, workshops and resources in the school;
- Checking the function-ability of the electrical, gas and water supply system, and any other utility used, in the all laboratories, workshops, tool rooms, machinery, VET spaces and resources related to the teaching of VET subjects at all times;
- Checking the function-ability of any camera system used for educational purposes in VET subjects at all times.
- Reporting to the authorised SMT member/Precincts Officer any infrastructural faults in the Engineering laboratories, workshops and resource rooms for remedial action;
- Assisting and coordinating with the SMT in the set-up, upkeeping and cleaning of laboratories, workshops, tool rooms, machinery, VET spaces, preparation rooms and resources related to the teaching of VET subjects;
- Organising and / or constructing storage systems for students' work and other materials;
- Coordinating with the SMT regarding the up-keep and cleaning of VET laboratories, workshops and all VET spaces;
- Liaising with the SMT / STOs / TOs so as to maintain a booking system for the use of laboratories;

In the lab Assistance

- Being present as required, during VET practical lessons/sessions in the VET workshops, labs and other VET spaces to provide support as required during all lessons;
- Preparing materials, equipment, tools and resources (including consumables) as required by the Teachers;
- Liaising with, and providing assistance and support to teachers both for demonstrations as well as for students' individual and/or group work in the practical teaching of the Vocational Subjects;
- Facilitating the preparation and the manufacture of teaching aids;
- Supporting teachers and students in Vocational subject related project works;

Others

- Attending for meetings, training, seminars and staff development sessions as may be deemed necessary both locally and abroad;
- Supporting the implementation of the e-Learning solution;
- Ensuring the good working order of any e-Learning equipment in use in the school.
- Performing other duties as may be deemed appropriate by the line manager, including the Education Officers for VET;
- Performing other duties as may be deemed appropriate by the Education Departments;
- Performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.

20th February 2018