JOB DESCRIPTION
Technician (Mechanical & Fabrication), Engineering Department
Vacancy Ref: N833

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Technician (Mechanical &amp; Fabrication)</th>
<th>Present Grade:</th>
<th>5S</th>
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<tbody>
<tr>
<td>Department/College:</td>
<td>Engineering</td>
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<td>Directly responsible to:</td>
<td>Senior Mechanics Technician</td>
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<td>Supervisory responsibility for:</td>
<td>N/A</td>
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Other contacts

Internal:
Other academic, technical and research staff in the Engineering department as appropriate.

External:
Equipment manufacturers and suppliers, service engineers and specialist contractors.

Major Duties:
- To support the management of the department’s mechanics & fabrication laboratories and associated activities, ensuring all areas are fully prepared for teaching, i.e. all equipment set out and checked for correct function prior to use.
- To support the automotive manufacturing & fabrication requirements of related projects and classes where they arise.
- Undertake where appropriate, maintenance of equipment & resources.
- Liaise with suppliers and contractors on the servicing, repair and testing of lab. & workshop equipment.
- Maintain an inventory of equipment & spares for teaching areas, within a rolling programme for replacement.
- To maintain the store for teaching equipment to enable efficient changeover between projects and classes.
- Maintain up-to-date records of maintenance and testing of equipment.
- Assist with the sourcing of materials, consumables and equipment for the lab. & workshop areas.
- To evaluate and test new equipment under consideration for use in the laboratories and workshops.
- To support academic staff in developing new laboratory demonstrations and project activities.

Health & safety:
- To ensure compliance with all relevant health & safety requirements whilst undertaking duties.
- To ensure that all lab. users comply with relevant aspects of health & safety requirements and guidelines.
- To support the development of lab. procedures and ensure users are trained in those procedures.
- To ensure that allocated areas are kept in good order and that safety devices are in place and operational.
- To ensure that all waste produced is disposed of in accordance with departmental and university procedures.

General duties:
- To assist with the raising of purchase orders, ensuring compliance with University financial regulations.
- To work co-operatively with the other members of the technician team in support of team, department and faculty objectives.
- To undertake any other duties as required, commensurate with the grade or below as directed by the Department Superintendent or Head of Department.
- To undertake personal and professional development in accordance with the post requirements.
- To support the department’s outreach activities with school, colleges and prospective students.