

**JOB DESCRIPTION**  
**Technician**  
**Vacancy Ref: N1929**

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| <b>Job Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Technician                | <b>Present Grade:</b> 5 |
| <b>Department/College:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Engineering               |                         |
| <b>Directly responsible to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Laboratory Superintendent |                         |
| <b>Supervisory responsibility for:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | N/A                       |                         |
| <b>Other contacts</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                           |                         |
| <b>Internal:</b><br>Other academic, technical and research staff in the Engineering Department as appropriate, in particular grade 6 and 5 technicians. Undergraduate and postgraduate students. Post doctoral research associated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                           |                         |
| <b>External:</b><br>Equipment manufacturers and suppliers, service engineers and specialist contractors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                           |                         |
| <b>Major Duties:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                           |                         |
| Major Duties:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                           |                         |
| <ul style="list-style-type: none"><li>• To support the activities and management of the department’s Mechanical Workshop (Conventional and CNC machine tool programming and operation, fabrication and assembly of parts, working from drawings, sketches and verbal instruction)</li><li>• To support the manufacturing &amp; fabrication requirements of related projects and classes where they arise.</li><li>• Undertake where appropriate, maintenance of equipment &amp; management of resources (materials, metals, tools).</li><li>• Liaise with suppliers and contractors on the servicing, repair and testing of lab. &amp; workshop equipment.</li><li>• To maintain the store for teaching equipment to enable efficient changeover between projects and classes.</li><li>• Maintain up-to-date records of maintenance and testing of equipment.</li><li>• Assist with the sourcing of materials, consumables and equipment for the mechanical laboratories (first year laboratory, formula student, etc.) &amp; workshop areas.</li><li>• To evaluate and test new equipment under consideration for use in the laboratories and workshops.</li><li>• To support academic staff in developing new laboratory demonstrations, project activities and practical sessions.</li></ul> |                           |                         |
| Health & safety:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                           |                         |
| <ul style="list-style-type: none"><li>• To ensure compliance with all relevant health &amp; safety requirements whilst undertaking duties.</li><li>• To ensure that the mechanical laboratory users comply with relevant aspects of health &amp; safety requirements and guidelines.</li><li>• To support the development of laboratory procedures and ensure users are trained in those procedures.</li><li>• To ensure that allocated areas are kept in good order and that safety devices are in place and operational.</li><li>• To ensure that all waste produced is disposed of in accordance with departmental and university procedures.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                           |                         |

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 Laboratory 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.