

JOB DESCRIPTION

N2344

Job Title: Electrical & Electronics Technician	Grade: 6
Department: Engineering (Faculty of Science & Technology)	
Directly responsible to: Laboratory Superintendent & Safety Officer	
Supervisory responsibility for: N/a	
<p>Contacts</p> <p>Internal:</p> <p>Within the Engineering Department: Students, Academic staff, Research staff, other members of the Technician team, Administrative staff</p> <p>Within the University: Central Services and members of Faculty staff.</p> <p>External:</p> <p>Suppliers, Contractors, Professional bodies, Customers, prospective students and visitors.</p>	
<p>Major Duties:</p> <ul style="list-style-type: none"> • Providing high quality proactive technical support in the areas of Electrical & Electronic Engineering, • Providing relevant technical advice to staff and students, through advise on component selection and to optimise circuit design within given cost constraints; • Maintaining high standards in the preparation and support of teaching Laboratories for timetabled lectures and practical sessions, • Timely ordering of appropriate consumables to maintain adequate stock levels and ensuring stocks are well organised, • Installation and maintenance of equipment in teaching and project Labs. and ensuring staff and students are trained in its operation. • The decommissioning and recycling of equipment/projects after use, • Mainly working with electrical motors and drives, and eventually power systems (training will be provided). • Design, using computer-aided design (CAD) systems, printed circuit boards and electrical wiring diagrams. • Develop, operate, maintain and demonstrate equipment within Electrical and Electronic laboratories; Training will be provided. • Undertake the design and building of test equipment and prototypes for departmental research, including carrying out tests, monitoring and recording results • Inspecting and calibrating of electronic and electrical equipment in-line with a Planned Maintenance Program, • Ensure projects meet electrical and construction safety regulations, • Diagnosing and repairing faults on electrical equipment, • Mentoring students on work experience 	

- Working proactively as part of a team from different engineering disciplines to ensure that planned work schedules and targets are met.

Health and 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.