DUTY STATEMENT

Design and Technology Technician

DATE: October 2015
TIME: Full-time, Permanent
STATUS: 1.0 FTE
FACULTY/AREA OF RESPONSIBILITY: Design and Technology

POSITION CONTEXT:
Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-School to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1650 students. This includes 120 boarders. The School consists of the LW Parry Preparatory School (PP to 6) and the Senior School (Years 7 to 12).

LINE MANAGEMENT:
Reporting directly to the Head of Design and Technology.

DUTIES AND RESPONSIBILITIES:
The primary role of the Design and Technology Technician is to provide support and assistance to students and staff in the delivery of the departments’ academic program from Years 7 to 12.

1. Assist teachers in classrooms and workshops
   - Prepare materials as requested
   - Assist students in the use of machinery and equipment as requested
   - Undertake adjustment of equipment and machinery as requested
   - Provide incidental material and equipment as requested
   - Assist and instructing students in finishing (painting, lacquering) of projects

2. Maintenance of machinery, equipment and resources
   - Develop a comprehensive maintenance schedule for all equipment and machine tools including:
   - Check on a routine basis that all machines are in a safe working order
   - Regular servicing items of machinery in need of scheduled service
   - Make adjustments to machines and equipment to ensure good operation
   - Periodical sharpening of hand tools such as drills, chisels, planes, scribers
   - Source contractors to undertake specialised repairs and maintenance
   - Deliver tools and equipment to contractors for specialised maintenance
3. Ensure a safe working and learning environment

- The application of Occupational Safety and Health guidelines throughout D & T
- Assist in the acquisition and provision of Material Safety Data Sheets
- Manage flammable materials cabinet in accordance with OSH regulations
- Maintain Personal Protection Equipment in all workshops
- Assist in carrying out risk assessments of the Design and Technology facility
- Identify, reporting and rectifying potential hazards or OSH issues
- Assist with the annual electrical inspection and tagging program
- Reinforce students’ obligations in maintaining a safe working environment
- Commission new equipment.

4. Undertaking acquisition, storage and replenishment of supplies and equipment

- Assist in administrational duties such as maintaining purchase and invoice records.
- Source and pricing materials and equipment
- Order, purchasing and procurement of materials and equipment
- Maintain appropriate documentation of on-line student material requests
- Track the progress of ordered materials and equipment
- Take delivery, checking and storing materials and equipment
- Travel, in either school or personal vehicle to pick up materials and equipment
- Maintain the delivery storeroom and technicians storeroom in an orderly state

5. Maintaining clean workshops, storerooms and finishing rooms

- Remove scrap waste materials from the workshops and disposing appropriately
- Return hand tools, power tools and safety equipment to designated areas
- Empty scrap bins not attended to by contract cleaner
- Clean down machinery not attended to by students and/or the contract cleaner
- Empty portable and fixed dust extraction units on a regular or needs basis
- Replace filter material in spray booths on a regular or needs basis
- Ensure spray equipment is cleaned, functional and prepared on a daily basis

6. Undertaking projects as part of an ongoing program of facilities development

- Work bench maintenance/replacement
- Construct racks, jigs, and fixtures that assist in the operation of the Department
- Carry out project construction on request and by negotiation of other departments
- Identify and implement potential improvements to systems and procedures within the department.

7. Undertaking tasks related to the promotion of the Design and Technology area

- Assist with the set-up and dismantling of the annual D & T exhibition
- Assist with the set-up and dismantling of display cabinets
- Assist with set-up, running and dismantling of activities such CO2 Dragster races
- Under the direction of teachers, assist in the operation and production of class activities/tasks that utilise the departments CNC equipment.

WORKING RELATIONSHIPS:
The Design and Technology Department has 7 staff members
EXPERIENCE AND QUALIFICATIONS:
This position requires:

- Trade qualifications would be viewed favorably.
- All applicants must complete a Working with Children Check
- All applications must obtain a National Police Certificate (applications can be completed online at www.police.wa.gov.au)
- Shortlisted applicants must be willing to undergo a medical examination.
- Demonstrated commitment to contributing to a positive team environment.
- Ability to work effectively and autonomously in a shared environment.

The person must have:

- Initiative;
- Flexibility;
- Reliability;
- Tact and diplomacy;
- Ability to maintain confidentiality;
- Excellent communication skills;
- Ability to work co-operatively as part of a team;
- The willingness to assist in other areas of administration as necessary;
- Ability to work independently as necessary;
- Commitment to continued professional and personal development.

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School Support Staff Enterprise Agreement
- Salary will be negotiated according to qualifications and years of experience.
- Salary Level 2.1 to 2.6
- Salary Level $57,507.00 to $63,361.00