

1. POSITION IDENTIFICATION

POSITION TITLE	Workshop Technician – Technologies Department
REPORTS TO:	Head of Learning Area – Technologies
AWARD:	The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Agreement 2014 (EBA).
CLASSIFICATION:	Administrative and Technical Officers
REMUNERATION:	Level 5 Step 1 Classification B (This may be negotiable based on the successful candidate's experience and qualifications)
WORKING PATTERN:	5 days per week for 44 weeks per year (scheduled to meet operational requirements of school).

2. THE ROLE

The Workshop Technician works under the supervision of the Head of Learning Area (Technologies) in conjunction with the Assistant Workshop Technician to support the Technologies department in the preparation of materials, with the maintenance of equipment and materials inventories, and by assisting teachers during class time in the workshop environment.

3. SPECIFIC DUTIES

Under Head of Learning Area direction, the Workshop Technician (Technologies) can be expected to perform tasks in conjunction with the assistant workshop technician within the following range but not limited to:

- maintaining workshops and storerooms in a safe, clean, tidy, and orderly manner
- maintaining machinery as directed in a clean, safe, and proper working order
- removing machine blades for sharpening and refitting upon return
- sharpening and maintaining of hand tools, drill bits, wood, and metal lathe tools
- maintaining tool racks (replacement and repair as necessary)
- preparation of materials for classes
- manufacture of jigs and workshop machine aids to increase workshop efficiency
- stocking and organisation of timber and metal racks
- emptying and maintaining dust extraction systems
- cleaning and maintaining spray booths and associated equipment
- restocking consumables (screws, nails, sandpaper, varnish, etc.)
- machining materials for students as directed by the class teacher
- assisting teachers in the workshop at busy times
- assisting with all Work Health and Safety requirements
- unlock and lock up of workshops, classrooms, and storerooms daily (including compressor)
- order materials and supplies
- collect deliveries from reception
- arrange for invoices to be paid and update/maintain budget
- 3D Printing and Laser Cutting for teachers and students
- pick up and drop off to suppliers and manufacturers for sales and servicing of equipment
- liaise with contractors for specialist servicing/fixing (3D printers, air compressor, CNC router, forklift, walky stacker, laser machines, dust extraction, etc.)
- assist with OHS paperwork upkeep (risk assessments, safe work procedures, MSDS, monthly workshop safety checklist)
- weekly emergency eye wash testing

- empty scrap bins and oily waste bins
- manage rechargeable batteries
- maintain welding bays - grind welding benches, check welders, helmets, tools, flints, welding practice materials
- clean grinding bays and extraction filter
- ensure first aid kits remain stocked.

4. SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

The person shall:

- be able to work independently and as part of a team
- have good interpersonal skills
- be able to manage priorities.

On appointment, the successful candidate must have a current:

- Working with Children Card
- Western Australian Department of Education National Police History Check (NPHC).

It would be desirable for the successful candidate to have a current:

- Forklift Licence
- Test and Tag Certification.