



Technician in Construction Job Description

Faculty / Department:	Construction
Campus:	Burslem

Responsible to:	Head of Learning
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Responsible for:	N/A
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Salary:	£18,327 (Grade 2A, SCP 13)	Hours:	Full / time, 37 hours per week, 1.0 FTE.
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Role Summary:
Workshop technicians are required to maintain workshop areas they are responsible for ensuring that they are tidy, safe and that efficient working conditions are provided for both students and staff at all times. As part of this role technicians are required to support sessions as required through production of training rigs used in teaching and carrying out demonstrations of construction related tasks. During the completion of duties, the postholder is responsible for purchasing and maintaining stock of consumable materials and tooling used in workshop activities, in line with the college procurement policies.

Main Duties and Responsibilities:
<p><u>Work Processes and results</u></p> <ul style="list-style-type: none"> • Organise the provision of equipment, materials, tools and visual aids as appropriate, to help facilitate learning, including carrying out demonstrations. • Construct and evaluate Training Rigs for the full range of construction related programmes as directed by the lecturing team. • Use tools safely in order to prepare equipment and materials for use in construction exercises. • Organise the maintenance of tools and equipment, undertaking repair work where possible and ensuring that a regular overhaul/maintenance programme of departmental equipment is carried out. • For work areas under your control (such as Workshops & Equipment Stores) ensure that tidy, safe and efficient working conditions are provided for both students and staff at all times.

- Conduct a regular check on firefighting equipment and emergency exits reporting any potential problems to the Estates team or other appropriate authority.
- Ensure that all materials within the department have the appropriate C.O.S.H.H documentation.
- Ensure any First Aid boxes in the area are stocked in accordance with College procedures.
- Report and take appropriate steps to make safe any defective or dangerous equipment, acting as the key contact to activate a resolution for any Health & Safety issues in your work area.
- Maintain stock records and order equipment and materials through the departmental systems, ensuring that all aspects of the College's financial regulations relating to procedures, records and security are complied with.
- Review and update supplier lists on an ongoing basis to source materials of the correct quality and value
- Assist lecturing staff, where necessary, in the workshops and classrooms, paying particular regard to Health and Safety matters.
- Under the direction of the Technician Team Leader, assist and co-operate with other technician staff, or fellow workers located in other areas, when required to do so.
- Reclaim materials from old exercises where it is cost effective to do so.
- Participate in the Appraisal scheme and take part in appropriate staff development activities.
- Carry out such other duties as may reasonably be required from time to time.

Team Work

- To work closely with the other Departments, as well as with partner agencies.

Communication / Documentation

- Communicate effectively across a wide range of audiences.

Supervision / Staffing.

- Support workshop activities through demonstration of tasks, monitoring the safety of learners whilst they are carrying out activities.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

Equality, Diversity & Inclusion, Health and Safety and Strategy

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

College Values

- To demonstrate and uphold the College's values, or Trust, Resilience, Authenticity & Ambition, Innovation & Collaboration, and Nurture (TRAIN).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.

Safeguarding of Children and Vulnerable Adults

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

General Data Protection Regulation and Data Protection Act 2018

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the postholder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the postholder.

This Job Description and Person Specification is accurate as at (July 2022). In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.



PERSON SPECIFICATION

Technician in Construction

Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	<ul style="list-style-type: none"> Level 2 qualification (GCSE A* - C or equivalent) in Maths and English or a willingness to attain these qualifications with the support of the College Recent experience within the construction or building services trade 	<p>A</p> <p>A, I</p>	<ul style="list-style-type: none"> NVQ level three qualification in a construction trade or equivalent experience 	<p>A</p>
Experience	<ul style="list-style-type: none"> At least 3 years' experience within the construction industry 	<p>A</p>		
Skills/ Aptitudes/ Competences/	<ul style="list-style-type: none"> Effective written and oral communication skills Well-developed interpersonal skills Willingness and ability to work as part of a team Commitment to own personal development Understanding of and commitment to 	<p>A</p> <p>I</p> <p>A, I</p> <p>A, I</p> <p>I</p>		

	<div>diversity and equality of opportunity</div> <ul style="list-style-type: none"> • Enthusiastic and Self Motivated • Flexible • Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others including a willingness to become first aid trained 	<div>I</div> <div>A, I</div> <div>A, I</div>		
Other	<ul style="list-style-type: none"> • Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties. 	<div>I</div>		