



# Job Description Technical Officer South Metropolitan TAFE Level 2

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<b>Position Number:</b>	Various	<b>FTE:</b>	1.0
<b>Division</b>	Training Services	<b>Agreement/Award:</b>	Public Service & Government Officers General Agreement 201. Government Officers' Salaries, Allowances and Conditions Award 1989.
<b>Branch:</b>	Various		
<b>Location:</b>	Various		

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## Reporting Relationships

Portfolio Manager, Level 7

*Other officers reporting to the above office:*

Various Lecturers and Technical Staff

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## Key Role Statement

This role provides technical support to training delivery teams and prepares materials and equipment for class sessions, laboratory/workshop exercises and live works. The position ensures materials are adequately stocked and available and equipment is maintained in safe working order. The role also requires monitoring and reporting on authorised expenditure.

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## Key Responsibilities

- Liaise effectively with the training delivery team to establish material and equipment requirements and priorities.
  - Coordinates the movement of training resources for laboratory/workshop exercises and live work projects.
  - Costs, invoices and records materials used in projects and laboratory/workshop or live work exercises.
  - Prepares and constructs specialised equipment for use by lecturing staff and students.
  - Assists lecturing staff with practical demonstrations.
  - Assists lecturing staff in ensuring safety and use of safe working practices in the laboratory/workshop.
  - Designs, constructs, maintains and keeps in good operating condition the training aids used in the classrooms and laboratory/workshop.
  - Maintains tools and equipment including technical and mechanical components, consumable stock and keeps maintenance logs.
  - Follows procedures to obtain quotes, place orders, receive and store consumables and equipment.
  - Liaises with external suppliers and internal clients.
  - Participates in team meetings, relevant professional development and performance management processes.
  - Ensure compliance with Occupational Safety and Health (OSH) and Equal Employment Opportunity (EEO) policies and legislation.
  - Attends and participates in team meetings.
  - Maintains a record of chemicals stored in area including obtaining and updating Material Safety Data Sheets (MSDS).
  - When delegated as a first aid officer, provides assistance as required to injured persons within the workplace.
  - Undertake the role of Floor Warden as appropriate.
  - Other duties as required.
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**Selection Criteria****Essential**

- Suitable Maintenance experience or Trade/ Engineering background to demonstrate an ability to support Processing Plant and site maintenance activities.
- Knowledge of maintenance and operation of equipment required to support training.
- Good communication skills (oral and written)
- Ability to work with limited supervision, negotiate priorities and organise work to meet deadlines.
- Knowledge and application of safety in the workplace.
- Knowledge of purchasing practices and stock control

**Desirable**

- Current "C" class Driver's Licence.
- Current Forklift Driver's Licence.
- Current First Aid Certificate

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**CERTIFICATION**

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Business Unit Manager		Managing Director	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	