



## Job Description Technician Level 3

**Position Number** 10000244 & 10000245

### Reporting Relationships

**Reports to:**

Senior Supervising Technician, Level 4

**Division** Academic Support

*Direct Reports: 0*

**Branch** Technical Services

*Indirect Reports: 0*

**Location** Various

**FTE** 1.0

**Agreement/Award** *Government Officers' Salaries, Allowances and Conditions Award 1989*  
Public Sector CSA Agreement 2022 or as replaced

### Key Role Statement

Provides to the specific area technical support for the range of programs offered within the Academic Portfolio and maintain the related laboratories and workshops to ensure the efficient operation of all practical classes and the achievement of the Portfolio's objectives.

### Key Responsibilities

- Maintains a high level of customer focus by providing assistance to lecturers and students during formal classes, student access time and other times as required, as well as maintaining and displaying the technician timetable for operating hours if required.
- Works, complies, and promotes NMT's and OSH guidelines, policies, procedures and legislation
- Conveys accurate information regarding technical equipment and process requirements to staff and students including training students in the safe operation of machinery and equipment as required
- Assists in transporting and setting up of exhibition displays when required
- Contributes to team activities taking responsibility to deliver agreed outcomes under pressure
- Prepares, monitors and maintains equipment and material stocks safely and within Occupational Health & Safety guidelines, procedures and legislation
- Assists the Senior Technical Services Officer with the preparation of reports and documents and systems relevant to the area of operation (e.g. procedures, processes, equipment requirements, job-costing, etc) and liaises with staff and industry representatives to achieve work objectives.
- Demonstrates a commitment to Work Health and Safety laws, Public Sector Standards and Equal Employment Opportunity principles.
- Behaves and formulates decisions in line with the Public Sector Code of Ethics, NM TAFE Code of Conduct and NM TAFE Values.
- Undertakes other duties as directed.

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## Our Values



Respect



Integrity



Student centred



Accountability



Innovation



Professionalism

## Our Culture

The idea of a culture of caring encompasses many things: leaders caring about employees, employees caring about each other and students, and employees caring about why we do what we do.

Caring focuses on building relationships and mutual trust in a collaborative and welcoming workplace where people help and support one another while demonstrating an agreed set of values. Part of your role is to nurture a caring culture.

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## Selection Criteria

### Essential

1	Demonstrated ability to interpret and respond accurately to requests relating to technical equipment and processes within the area of specialisation in order to effectively meet the needs of students and staff and maintain equipment and facilities to relevant industry operating standards
2	Experience in the planning, procurement, preparation, maintenance and monitoring of resources relevant to area of operation, including operational budgets with respect to requisitioning, storage and control of all equipment and consumables including the safe storage, handling and disposal of hazardous materials with a particular emphasis on security
3	Demonstrated ability to independently and safely evaluate, install, test, operate, maintain, monitor and repair equipment, instruments and technology relevant to the area of operation
4	Demonstrated proficiency in the use of a wide range technology including email, internet, Microsoft Office Suite and other software relevant to the area of operation

### Desirable

- A current C class driver's license
- A current First Aid Certificate
- Forklift License
- Other High-Risk Licenses and relevant Certificates
- Electrical tagging and testing certificate/qualification

### Other Requirements

- May be required to work from any College campus.
- A current Working with Children Clearance.

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## Certification

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

### Business Area Director

Name Helen Hull  
Date 1 July 2024

### Delegated Authority

Name Vivienne Scott  
Date 1 July 2024