



Job Description Technician (Wet Trades) Level 2

Position Number:	20001999	FTE:	1.0
Division	Construction Management East	Agreement/Award:	Government Officers' Salaries, Allowances and Conditions Award 1989, Public Sector CSA Agreement 2024 or as replaced
Branch:	Construction East		
Location:	Thornlie		
<p>Reporting Relationships Portfolio Manager Construction EAST, Level 7</p> <p><i>Other officers reporting to the above office:</i> Various Lecturer, Level 1-9 x 82 Various Technicians, Level 2 x 3 Portfolio Support Officer, Level 1 Principal Lecturer Construction Advanced Industry Lecturer x 2</p> <p><i>This Office – officers under direct responsibility</i> Nil</p>			
<p>Key Role Statement</p> <p>In this position you will provide technical support to construction delivery teams and prepare materials and equipment for programmed class sessions. You will ensure construction materials and equipment are kept readily available and uphold responsibility for their acquisition, storage, maintenance and safe working order.</p> <p>This position is also a delegated First Aid Officer position and is required to provide assistance if required to injured persons within the workplace.</p>			
<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Liaise effectively with the delivery team to establish material and equipment requirements and priorities. • Ensure required materials and equipment are available for use in accordance with the delivery team's program and within the limits of the agreed budget allocation. • Set up, dismantling, and ensuring appropriate storage of specialist equipment and other teaching or promotional aids. • Ensure equipment is tracked, operated and maintained in accordance with the manufacturer's specifications and replaced in accordance with the work teams annual plan. • Ensure correct identification, storage and application of materials in accordance with OSH requirements. • Maintain asset register for section. • Provide information and advice associated with the preparation of reports, submissions and recommendations including obtaining quotations for asset and stock procurement in accordance with Institute policy. • Communicate effectively with both internal and external customers. • Provide reports relation to materials and equipment to the Program Manager as required. • Contribute to portfolio planning and particularly the planning for technical support activity within the portfolio. • Participate in team meetings and team development activities. • Participate in performance development processes, and undertaking individual training and development as required. • Acts with the highest standard of honesty and integrity demonstrating behaviour and decision-making in line with the Public Sector Code of Ethics, SM TAFE Values, and the Staff Code of Conduct. • Takes all reasonable care for the safety, health and wellbeing of self and others by adhering to all applicable work health and safety legislation, policies, and procedures. • Other duties as required. 			

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted the Public Sector Commission's - [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Personal Leadership](#).

Selection Criteria

Essential

- Relevant technical or trade specific experience/qualifications as appropriate to a support role in the training environment.
- Good communication skills (verbal and written)
- Ability to work with limited supervision, negotiate priorities and organise work to meet deadlines
- Ability to prepare materials and teaching aids to specification and experience in the maintenance and operation of equipment as required in the particular training environment
- A current Senior First Aid Certificate or must obtain the required first aid certificate through the institute within 3 months of commencement.

Other Requirements

- A Department of Education Nationally Coordinated Criminal History Check
- A Working with Children clearance is required for this position
- May be required to work from any College campus

CERTIFICATION

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

Business Unit Manager		Director People and Culture	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	
Reviewed:			