

**BUNBURY CATHOLIC COLLEGE**  
**DESIGN & TECHNOLOGY TECHNICIAN JOB DESCRIPTION**



The Design and Technology (D&T) Technician is an integral support role in the D&T Learning Area.

This role will work with the teaching staff to maintain the Design and Technology classrooms, equipment, and machinery, ensuring a high level of attention to detail. Critical to this role, is ensuring a safe working and learning environment for the students, as well as maintaining supplies for the department and ensuring that materials and tools are well organised.

As a member of the Technologies Team, the Design and Technology Technician primarily assists the Design and Technology Teachers with duties that include the use and maintenance of wood, plastics, metals, robotic resources and equipment, CAD, and other related resources. The Design and Technology Technician shall be open to the use of digital mediums and associated software and resources, much of which is part of the current College learning environment. It will also be critical for the Design and Technology Technician to be willing to be an ongoing learner as new technologies are being developed.

As a member of staff, the Design and Technology Technician will support the Catholic Values of the College.

A Job Description for the Design & Technology Technician outlines duties and responsibilities for this position.

Applications are sought from a diverse range of candidates including experienced design and technology technicians, trade professionals, current or former Design and Technology teachers and those working towards trade or tertiary qualifications in a related field.

<b>EMPLOYMENT DETAILS</b>	
<b>Position:</b>	This position is a <b>fulltime ongoing position</b> within the Technologies Learning Area and working specifically in the Design and Technology area. (Wood, Plastics, Metals, Building & Construction, Robotics & CAD Rooms)
<b>Reports to:</b>	Head of Learning Area Technologies or allocated staff member for daily duties and responsibilities relating to the Job Description for this position. The College Bursar for areas relating to employment / annual leave entitlements.
<b>Hours:</b>	8:00am – 4:00 pm over 44 working weeks in the year.
<b>Location:</b>	Bunbury Catholic College, Rodsted Street Bunbury
<b>Start Date:</b>	2023 commencement of school year.
<b>Remuneration:</b>	In accordance with: THE ROMAN CATHOLIC ARCHBISHOP OF PERTH NON – TEACHING STAFF ENTERPRISE BARGAINING AGREEMENT 2014 Administration and Technical Officers. <a href="http://www.cewa.edu.au/publication/non-teaching-staff-eba/">www.cewa.edu.au/publication/non-teaching-staff-eba/</a> Salary will be negotiated according to qualifications and relevant experience.

**APPLICATION PROCESS & CLOSING DATE:**

- Applicants are to complete the Support Staff Position application form from the College website [www.bunburycatholic.wa.edu.au/more/employment](http://www.bunburycatholic.wa.edu.au/more/employment) include a cover letter and CV and email applications to:

**The Principal - Confidential**  
**Bunbury Catholic College**  
**PO Box 414**  
**BUNBURY WA 6231**

Email your application to: [human.resources@bccwa.wa.edu.au](mailto:human.resources@bccwa.wa.edu.au)

- **Applications close: Monday 30 January 2023**

## **EXPERIENCE AND QUALIFICATIONS:**

- Trade qualifications would be viewed favourably, although not essential.
- All applicants must complete a Working with Children Check
- All applicants must obtain a National Police Certificate
- Demonstrated commitment to contributing to a positive team environment.
- Ability to follow a schedule, prioritising tasks to meet time deadlines
- Basic word processing skills; using emails; communication book & messages and online management systems.

## **PERSONAL QUALITIES**

- Ability to communicate positively and effectively with staff and students.
- Excellent organisational skills and ability to manage multiple tasks in a busy environment.
- Ability to anticipate and manage problems related to supply of resources.
- The ability to work collaboratively as part of a team and to work independently.
- Demonstrated capacity for self-directed work and for taking initiative.

## **JOB DESCRIPTION FOR DESIGN AND TECHNOLOGY TECHNICIAN**

The list of duties below is intended to describe the general nature and level of work being performed for the Design & Technology Technician position.

### **ASSIST TEACHERS IN CLASSROOMS AND WORKSHOPS:**

- Source materials for projects
- Prepare materials as required in consultation with the Technologies teachers.
- Keep classrooms organised and free from hazards.
- Assisting and instructing students in finishing (painting, lacquering) of projects.
- Assist teachers in the classroom across the timetabling period.

### **MAINTENANCE OF MACHINERY, EQUIPMENT, AND RESOURCES:**

#### **Develop a maintenance schedule for all equipment and machine tools including:**

- Check routinely all machines are in a safe working order.
- Ensure hand tools are kept in optimum condition.
- Empty and clean the dust extraction filters as required by the manufacturer.
- Carry out regular servicing of machinery in need of scheduled service.
- Adjust machines and equipment to ensure safe operation.
- Periodical sharpening of hand tools such as drills, chisels, planes or outsourcing the sharpening when necessary.
- Liaise with contractors in undertaking specialised repairs and maintenance.
- Deliver tools and equipment to contractors for specialised maintenance.

### **ENSURE A SAFE WORKING AND LEARNING ENVIRONMENT:**

- Apply work health and safety guidelines throughout the Design and Technology Centre.
- Consult with the OHS officer to optimise safe work practises in the Technologies Learning Area
- Assist in updating Material Safety Data Sheets
- Manage flammable materials cabinets in accordance with WHS Regulations.
- Maintain Personal Protection Equipment in all workshops.
- Assist in carrying out risk assessments of the Design and Technology Centre.
- Identify, reporting and rectifying potential hazards or WHS issues.
- Undertake WHS training as required.
- Safe disposal of any hazardous materials and damaged equipment.
- Assist or organise (outsource) the annual electrical inspection and tagging program.
- Report any concerns of student safety directly to the class teacher in the first instance.
- Maintain a safe working environment by:

- Adhering to Safety Data Sheet Information
- Maintaining and using Personal Protection equipment provided.
- Identify and report potential hazards or WHS issues using online maintenance portal.

#### **UNDERTAKING ACQUISITION, STORAGE AND REPLENISHMENT OF SUPPLIES AND EQUIPMENT:**

- Assist in administrative duties such as maintaining purchase and invoice records and submitting accounts to Accounts Department.
- Maintaining stocks of equipment in all rooms and organise replacement items.
- Sourcing and pricing materials and equipment.
- Track the progress of ordered materials and equipment.
- Take delivery, checking and storing materials and equipment.
- Maintain the Storerooms and Technician office in an orderly state.
- Maintain inventories of stock and equipment.
- Purchasing and issuing of safety glasses to students.

#### **MAINTAINING CLEAN WORKSHOPS, STOREROOMS AND FINISHING ROOM:**

- Remove scrap waste materials from the workshops and disposing correctly.
- Return hand tools, power tools and safety equipment to designated areas.
- Empty bins not attended to by contract cleaners.
- Empty portable and fixed dust extraction units on a regular or needs basis.
- Replace filter material in spray booths on a regular or needs basis.
- Ensure spray equipment is cleaned, functional and prepared daily.

#### **UNDERTAKING PROJECTS AS PART OF AN ONGOING PROGRAM OF DEVELOPMENT AND IMPROVEMENT IN THE DESIGN AND TECHNOLOGY CENTRE:**

- Depending on skills of applicant, construct racks, jigs and fixtures that assist in the operation of the Design and Technology Learning Area.
- Identify and implement potential improvements to systems and procedures within the Design and Technology Learning Area.
- To undertake tasks primarily related to the Design and Technology Learning Area unless otherwise directed through the Head of Learning Technologies.

#### **END OF YEAR MAINTENANCE**

- Record maintenance updates.
- Carry out end of term and year maintenance schedules for the Design and Technology Centre Rooms.

#### **GENERAL DUTIES:**

- Attend all relevant staff meetings and functions when required for non-teaching staff.
- To inform the Head of Technologies or Principal on matters concerning welfare of individuals.
- To notify the College of absence from work and to give notice as early as possible in the case of unavoidable absence through illness.
- To record absences on MyHR (online Human Resource Portal)
- To attend major College events as required by the College.