



Job Title	Technician
Department/Institute	Institute of Engineering and Transport
Reporting to	Director of Institute
Main Objective	Responsible for providing a technical service to the Institute of Engineering and Transport.

DUTIES AND RESPONSIBILITIES:

1. Provide line managers/directors with technical information as required for the smooth day-to-day running of business;
2. Plan and maintain equipment inventory;
3. Plan and maintain stock levels and collaborate in all stock checks;
4. Ensure s/he is in possession of the knowledge of technical terms of operations;
5. Streamline as necessary the technical operations proposing where possible reduction in costs and expenses;
6. To carry out preparation work for lessons under the direction of the Institute Management, Lecturer or the College Management;
7. To plan and set out experiments or practical work as deemed appropriate by the Director of the Institute;
8. To assist in the preparation of student pre-packs for course projects and practical assignments;
9. To operate and maintain fixed or moveable equipment owned or used by the College;
10. To plan and coordinate his or her day to day activities in the best interest of efficiency and effectiveness and in collaboration with the lecturer;

11. To safely clear away material and safely store equipment after use;
12. To undertake preventative maintenance, repairs and any refurbishment work that may be required by the Institute Management, Lecturer or the College Management;
13. To maintain, fault-diagnose, repair apparatus and equipment;
14. To write fault reports and maintain records;
15. To assist in the construction of test pieces, demonstration pieces and demonstration models as may be appropriate;
16. To promote and maintain satisfactory standards of safety and security in accordance with International Standards and the College policy as may apply;
17. To ensure that all operational health and safety regulations and standards as issued by the appropriate authority are adhered to inside or outside of the College premises;
18. To provide support to lecturers and students when and as required.
19. To assist with student projects.
20. To advise students in the classroom if / as directed by the lecturer in charge and under his/her overall supervision and responsibility;
21. To maintain professional relations with students at all times.
22. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post