



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

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. To assist with procurement process
23. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.