

# JOB DESCRIPTION

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**Dept:** Faculty of Trades & Technology

**Working Title:** Divisional Program Technician (267)

**Date:** July 2013

**Job Class:** 11

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## ***PRIMARY FUNCTION:***

To provide support and assistance to students and faculty in various trades programs including providing demonstrations, monitoring shop work safety, maintaining inventory and repairs of tools, and equipment and preparing materials for learning.

## ***JOB DUTIES AND TASKS:***

### **1. Provide program assistance:**

- a. Liaise with faculty to identify program requirements in shop and labs, prepare materials and equipment for student practical learning.
- b. Design and fabricate projects/materials for student learning and testing.
- c. Support faculty in monitoring the safe usage of materials and equipment in the workshop including providing guidance to students on safety procedures and appropriate handling of materials and equipment to identify tools, interpret drawings and to develop workshop skills.
- d. Support faculty with project demonstrations, provide feedback to students.
- e. Set-up and maintain tool crib, support tool distribution and equipment.
- f. Provide orientation to students.

### **2. Maintenance of shop and equipment:**

- a. Perform a variety of mechanical/electrical repairs and maintenance of Divisional tools and equipment
- b. Establish and implement a preventative maintenance program for tools and equipment.
- c. Initiate procedures for repairs performed by external contractors.
- d. Support faculty overseeing student work station clean-up; identify and correct deficiencies to maintain shop and compound conditions.

### **3. Maintain inventory of workshop materials and equipment:**

- a. Monitor and maintain inventory levels for tool cribs, equipment and consumables.
- b. Sign for receipt of goods and services.
- c. Maintain and update tagging system on computer inventory database.
- d. Maintain inventory records of all assets including model, style, and serial number, date of purchase, warranty coverage, repair/maintenance/service records and manuals.
- e. Assist in processing donated equipment and lab materials from outside dealers and manufacturers.
- f. Organize required tools, equipment and supplies for student projects.
- g. Setup and maintain appliance racking/cabling system for storing lab equipment and materials.
- h. Arrange for the safe removal of scrap metals and materials (i.e. appliances, fluids, etc.)
- i. Liaise with contractors to explain service requirements, ensure repairs are complete.
- j. Operate and maintain forklift; load and unload skids.

**4. Provide clerical/budget assistance to programs:**

- a. Monitor supply contracts – review invoices, bring forward discrepancies to the Coordinator.
- b. With Coordinators approval use credit card to purchase supplies, materials and services for programs.
- c. Communicate with Purchasing Department, Vendors and Accounts Payable regarding inventory and orders.
- d. Assist with coordination of guest speakers field trips, seminars and workshops for programs.
- e. Respond to customer enquiries for services and repair; liaise with faculty to coordinate/confirm service scheduling.
- f. Prepare work orders, billing forms and customer payments for service repairs.
- g. Maintain filing systems; schedule coordination, work orders, parts and billing.

**5. Related duties:**

- a. Ensure compliance and familiarity with Worksafe standards, referencing WHMIS for safety procedures and supplementary safety.
- b. In collaboration with the Program Chair and Coordinator maintain various shop reference materials such as: Shop Orientation Manual, Shop Safety Manual and Equipment Operation Manuals.
- c. Prepare exhibits, coordinate logistical requirements, and participate in events, exhibitions, open houses, and on-site tours.
- d. Participate in Divisional and Departmental meetings.
- e. Support shop upgrades and special projects, including fabrication and build.
- f. Provide general support to all trades programs as requested by the Coordinator.
- g. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

***SUPERVISION RECEIVED:***

Reports to the Coordinator: Program Inventory & Support, Faculty of Trades and Technology.

***SUPERVISION/DIRECTION EXERCISED:***

Monitor shop safety procedures and student activities in program areas.

***PHYSICAL ASSETS/INFORMATION MANAGEMENT:***

Operate and demonstrate machinery and equipment use of power and hand tools, and material handling. Maintain inventory levels of program areas. Maintain and update WHMIS, WCB, records; operate workshop vehicles. Frequent heavy physical effort to push, pull, lift and carry equipment, tools and supplies over large walking distances and up and down stairs on a daily basis.

***FINANCIAL RESOURCES:***

Order, purchase and sign for receipt of goods and services, use/reconcile purchase card.

*The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

***EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES:***

- 1. Entry Level TQ in a building technology related field or equivalent experience supplemented by 10 years related experience supporting vocational trades training programs.
- 2. Experience in monitoring student activity in a shop environment, ensuring the safe handling of materials, tools and equipment.
- 3. Demonstrated experience supporting electronic and/or electrical training.
- 4. Ability to operate and maintain forklift/workshop vehicles and have Forklift and Reach Truck certification.
- 5. Experience with computer software applications for trades and automotive systems. Competence in

the following software: MS Office, MS Excel, Outlook.

6. Extensive demonstrated experience with the safe use of machinery applicable to the trades.
7. Demonstrated knowledge of WHMIS and WCB safe work procedures for the trades.
8. Demonstrated working knowledge of the operation and routine maintenance of machine tools.
9. Proven ability to organize work, multi-task and work to deadlines.
10. Proven ability to deal effectively with others and to handle unusual or unexpected situations, including the ability to deal with hostile or upset clients.
11. Demonstrated ability to communicate effectively in English, both verbally and in writing.
12. Proven ability to display initiative, discretion and meet changing priorities; to tolerate ambiguity; to work on multiple tasks simultaneously; meet deadlines and make responsible decisions.
13. Proven ability to work independently and as part of a team.
14. Physical ability to lift and carry heavy items.

Knowledge Skills & Abilities revised: July 2013.