

JOB DESCRIPTION

Dept.: Faculty of Trades & Technology

Working Title: Divisional Program Technician -
Metal Trades (672)

Date: June 2013

Job Class: 11-5

PRIMARY FUNCTION:

To provide support and assistance to students and faculty in various trade programs including; monitoring shop work, maintaining inventory, repairs of tools and equipment and prepare 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 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.
 - d. Assist students to identify tools, interpret drawings and to develop workshop skills.
 - e. Maintain tool crib, support tool distribution and equipment.
 - f. Provide shop 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 preventive maintenance program for tools and equipment.
 - c. Initiate procedures for repairs performed by external contractors.
 - d. Support faculty overseeing student work station cleanup; identify and correct deficiencies to maintain shop and compound conditions.
3. Maintain inventory of workshop materials and equipment:
 - a. Maintain inventory supplies for; tool cribs, equipment and consumables.
 - b. Sign for the receipt of supplies and services received.
 - c. Maintain and update tool tagging system on a computer inventory database.
 - d. Maintain inventory records of all assets including model, style, serial number, date of purchase, insurance coverage and claims, repair/maintenance/service records and manuals.
 - e. Assist in obtaining and receiving donated equipment and lab materials from vendor, dealer and manufactures; prepare necessary paperwork for submission to the Dean's Office.
 - f. Organize required tools and supplies for student projects.
 - g. Arrange for the safe removal of used materials (i.e. cutting fluid, gypsum board).
 - h. Liaise with contractors to explain service requirements and ensure repairs are complete.
 - i. Operate and maintain forklift.
4. Provide clerical and budget assistance to programs:
 - a. Maintain records of equipment documentation, catalogues, and purchase order statements.
 - b. Monitor supply contracts – review invoices, bring forward discrepancies to the Coordinator.
 - c. Communicate with Purchasing Department, vendors and Accounts Payable regarding inventory and orders.
 - d. Support faculty with welding booth scheduling/assignment for programs.
 - e. Monitor and support professional studies and revenue generating processes and recordkeeping, directing students to appropriate resource.

JOB DUTIES AND TASK CONTINUED

5. Related Duties:

- a. Prepare exhibits, coordinate logistical requirements that promote KPU programs
- 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. Assist students on organizing and replenishing their toolboxes; sign-off sheet when completed.
- d. Support shop upgrades, special projects, fabrication and assembly as required.
- e. Coordinate necessary arrangements for student field trips; participate as needed
- f. Participate in Divisional and departmental meetings
- g. Participate in events, Open Houses, conduct campus and shop tours
- h. Provide general support to all trades programs as requested by the Coordinator.

SUPERVISION RECEIVED:

Reports to 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 machinery and equipment, use power and hand tools; maintain shop equipment. Use consumable materials to repair other related equipment. Maintain and update WCB, WHMIS, 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 and purchase supplies and equipment, use/reconcile purchase card

The above statement reflects 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. A minimum of C Level Welding Ticket.
2. Ability to operate and maintain forklift/shop vehicles and have Forklift certification.
3. Experience in monitoring student activity in a shop environment, ensuring the safe handling of materials, tools and equipment.
4. Competence in the following software –MS Office. MS Excel, Outlook.
5. Extensive demonstrated experience with the safe use of machinery applicable to the trades.
6. Demonstrated knowledge of WHMIS and WCB safe work procedures for the trades.
7. Demonstrated working knowledge of the operation and routine maintenance of machine tools.
8. Proven ability to organize work, multi-task and work to deadlines.
9. Proven ability to deal effectively with others and to handle unusual or unexpected situations, including the ability to deal with hostile or upset clients.
10. Demonstrated ability to communicate effectively in English, both verbally and in writing.
11. 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.
12. Proven ability to work independently and as part of a team.
13. Physical ability to lift and carry heavy items (23kg/50 pounds).