

**POSITION DESCRIPTION – General Staff
For levels 1 to 5**

Position Title: Technical Officer Level: 5
Faculty/Division: Engineering Department/Location: Workshop/Labs

Primary purpose of the position:




Support Academic research and teaching activities within the Engineering Workshops and Laboratories.

Position Environment: (Optional)

This position is part of the Engineering Tech staff team and requires the flexibility to work where ever placed within the Engineering Faculty.

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Provide technical support in the Engineering workshops and laboratories. <ul style="list-style-type: none"> • Manufacture components using machine tools such as mills, lathes, drills, surface grinders, etc. • Provide technical expertise and hands on support for student thesis projects • Design and manufacture engineering research rigs • Fabricate frames and components using basic welding techniques. • Use guillotines and folders to produce sheet-metal work jobs • Manufacture components using many types of engineering materials such as wood, acrylics, metals, polymers. 	50	<input type="checkbox"/>
2. Provide technical support for Academic research in laboratories <ul style="list-style-type: none"> • Install, commission and maintain engineering research experiments • General research lab maintenance 	20	<input type="checkbox"/>
3. Provide lab class support as required <ul style="list-style-type: none"> • Set up lab class experiments • Maintain teaching lab equipment 	20	<input type="checkbox"/>

4. Maintenance of the Engineering laboratory infrastructure <ul style="list-style-type: none"> • Change gas cylinders as required • Conduct general lab maintenance and repairs 	10	
5. Observe principles and practices of Equal Employment Opportunity	Ongoing	
6. Have OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	Ongoing	

Reporting Relationships:

Position Reports to: CME Lab Manager

The position supervises the following positions: Nil

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Strong understanding of mechanical and structural engineering concepts and drawings
- Capabilities in all fitting & machining techniques
- Capabilities in fabrication techniques
- Knowledge of hydraulic and pneumatic equipment
- Knowledge in general computer applications
- Excellent communication & interpersonal skills
- Demonstrated understanding of OH&S

Desirable:

- Electrical/Electronic knowledge
- Computer aided drafting knowledge

SELECTION CRITERIA - Education and Experience:

Essential:

- Trade background in Fitting and Machining or relevant engineering qualifications
- Experience in the use of a wide variety of engineering materials

Desirable:

- Advanced diploma in Mechanical Engineering or equivalent qualifications
- Experience in university infrastructure and operations
- Experience in design and manufacture of engineering type research apparatus

Personal Attributes:

- Ability to work with minimal supervision and able to take project tasks from concept to completion
- Ability to work as part of a team
- Well organised

Special Job Requirements:

Organisational Chart:

Approval:

Approval by Head of Unit:

Date:

Approved by Human Resources:

Date:
