

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

Position Title: Technical Officer Level: 5  
 Faculty/Division: Engineering and Information Sciences (EIS)  
 Department/Location: Workshop/Labs

**Primary purpose of the position:**

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

**Position Environment: (Optional)**

EIS is a research intensive Faculty with extensive teaching operations in Australia, Asia and the Middle East. It has approx. 5000 undergraduate & postgraduate students onshore and offshore, and approximately 353 academic/research/professional staff.  
 This position is part of the Engineering Technical 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"> <li>• Manufacture components using modern machine tools eg.CNC machining centres</li> <li>• Design components using modelling packages such as solid works, solid cam</li> <li>• Provide technical expertise and hands on support for student thesis projects</li> <li>• Design and manufacture engineering research rigs</li> <li>• Fabricate frames and components using basic welding techniques.</li> <li>• Use guillotines and folders to produce sheet-metal work jobs</li> <li>• Manufacture components using many types of engineering materials such as wood, acrylics, metals, polymers.</li> </ul>	50	<input type="checkbox"/>
2. Provide technical support for Academic research in laboratories <ul style="list-style-type: none"> <li>• Install, commission and maintain engineering research experiments</li> <li>• General research lab maintenance</li> </ul>	20	<input type="checkbox"/>

4. Maintenance of the Engineering laboratory infrastructure <ul style="list-style-type: none"> <li>• Change gas cylinders as required</li> <li>• Conduct general lab maintenance and repairs</li> </ul>	10	
5. Observe principles and practices of Equal Employment Opportunity	Ongoing	
6. Have WH&S responsibilities, accountabilities and authorities as outlined in the <a href="#">OHS Roles and Responsibilities Document</a>	Ongoing	
3. Provide lab class support as required <ul style="list-style-type: none"> <li>• Set up lab class experiments</li> <li>• Maintain teaching lab equipment</li> </ul>	20	

### Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

### 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
- Demonstrated experience in 3D modeling and engineering drafting
- Demonstrated experience with modern machine tools e.g. CNC machining centres
- 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

**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:

- Diploma in Mechanical Engineering or study therein 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:**

Flexibility to work within different areas within the Faculty of Engineering and Information Sciences.

**Approval:**

Approval by Head of Unit:

Date:

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Approved by Human Resources:

Date:

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