



NELSON AND COLNE  
COLLEGE



Lancashire  
Adult Learning

## Job Description

## Engineering Technician

### Role Specific

1. To complete duties with due regard to Health & Safety and Risk Management procedures.
2. To maintain a safe working environment for students and staff at all times within the designated areas of the Technology section
3. To carry out stores counter duties during all lessons in the workshop including:
  - Issuing equipment, materials and other consumables to students
  - Cutting and preparing materials for issue to students
  - Servicing/replacing, cutting and hand tools to a set schedule
  - Calibrating gauges and measuring equipment to a set schedule
4. To carry out periodic safety checks on machine tools to a set schedule
5. To service a range of machine tools and related workshop equipment to a set schedule and carry out repairs, as necessary
6. To maintain a computerised record of work completed in 4 & 5 above
7. To carry out daily checks of equipment, including IT and maintain an inventory of consumables in designated teaching areas
8. To maintain a high standard of housekeeping in the engineering stores and provide access to records and systems for students and teaching staff
9. Other duties as required by the Head of Division, Curriculum Leader or Engineering staff

### College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation.
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate





Person Specification	Engineering Technician
	Essential / Desirable
<b>Qualifications and Attainments</b>	
4 GCSEs or equivalent including Maths and English at Grade C or above	Essential
Level 3 qualification or equivalent in an Engineering subject	Essential
<b>Training, Experience and Knowledge</b>	
Must demonstrate a mechanical aptitude and be receptive to training opportunities to promote self-improvement and technical skill base	Essential
Ability to follow work schedules unsupervised	Essential
Ability to organise stores	Essential
Knowledge of safe working in an engineering environment	Essential
Experience of recording work or tasks carried out	Desirable
Experience of housekeeping and stock control in a stores environment	Desirable
Experience of servicing of machine or hand tools	Essential
Experience of calibration of gauges and measuring equipment	Desirable
<b>Personal Skills and Attitudes</b>	
Excellent IT Skills	Essential
Display initiative, be positive and enthusiastic	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Possess excellent communication skills	Essential
Be a team player	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children, young people and/or vulnerable adults	Essential
Flexible approach to working times in line with the College	Essential
Must have awareness for workshop equipment, methods and procedures	Essential

