East Durham College

Job Description

Post Title: Engineering Technician

Location: Willerby Grove

Responsible to: Programme Area Lead

Attendance Requirements: Term Time Working, 37 hours per week, 37 weeks per year

Salary: £16,725.47 Pro Rata

Main purpose:

The Engineering Technician will play a key role in supporting the effective and safe operation of the Engineering department. The post-holder will ensure workshops and classrooms are fully prepared for teaching and learning, monitor and maintain health and safety standards, support procurement and maintenance of equipment and materials, and assist teaching staff during lessons to provide a safe and productive environment for students.

**Main duties:**

**Health & Safety**

* Monitor, maintain, and promote health and safety standards in workshops and classrooms, ensuring compliance with college policies and statutory requirements.
* Carry out regular checks of machinery, tools, and equipment, reporting and addressing hazards promptly.
* Ensure appropriate risk assessments are in place and adhered to in practical areas.
* Support staff and students in following safe working practices, providing guidance where required.

**Technical & Teaching Support**

* Prepare and set up tools, materials, and equipment for lessons, ensuring resources are ready for staff and students.
* Assist teaching staff during practical sessions to maintain safe working environments and effective learning.
* Provide technical support to students, ensuring correct and safe use of tools and machinery.
* Maintain workshop cleanliness, organisation, and readiness at all times.

**Procurement & Resource Management**

* Undertake procurement activities, sourcing and ordering materials, consumables, and equipment in line with college procedures.
* Monitor stock levels and maintain inventories of tools, equipment, and consumables.
* Ensure all equipment is appropriately maintained, serviced, and fit for purpose.

**General Duties**

* Contribute to the effective running of the Engineering department by providing flexible and proactive technical support.
* Liaise with teaching and support staff to ensure smooth operation of lessons and workshops.
* Support the department with events, open evenings, and employer engagement activities where required.
* Undertake training and professional development to maintain up-to-date knowledge of engineering practices and health and safety requirements.

**Other Duties relevant to all EDC employees**

* Participate in the College Performance Appraisal Development Programme, agree an action plan and undertake the required training in order to update skills and meet the requirements of the College and Departmental Strategic Plan and Service Standards.
* Undertake any other duties, appropriate to the grade of the post, as required from time to time.
* Comply with College Policies and Procedures and the Staff Code of Conduct.
* To take appropriate responsibility for PREVENT and safeguarding and promotion of the welfare of children and/or vulnerable adults.
* To uphold British Values, the college values and responsibilities regarding equality and diversity.
* To understand and adhere to college Health and Safety polices and guidelines ensuring compliance with statutory legislation and taking a responsibility for your own and other’s health and safety.

| **Person Specification**  |  | **Essential** | **Desirable** | **Method of assessment** |
| --- | --- | --- | --- | --- |
| 1. **Qualifications/ Training**
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| 1.1 | Relevant technical/engineering qualification at a minimum of Level 3 | ✓ |  |  |
| 1.2 | GCSE level standard education or equivalent (maths & English) | ✓ |  | Application form |
| 1.3 | Good knowledge of workshop machinery, tools, and equipment | ✓ |  |  |
| 1.4 | Strong awareness of health and safety in a workshop/educational environment | ✓ |  |  |
| 1. **Experience**
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| 2.1 | Experience of working in an engineering workshop or technical environment | ✓ |  |  |
| 2.2 | Practical experience in the safe use, maintenance, and setup of tools, machinery, and equipment | ✓ |  |  |
| 2.3 | Experience of applying health and safety procedures in a workshop or industrial setting | ✓ |  |  |
| 2.4 | Previous experience in an educational setting, supporting staff and/or learners |  | ✓ |  |
| 2.5 | Experience in procurement, stock control, and equipment ordering |  | ✓ |  |
| 2.6 | Experience of delivering technical support to students, apprentices, or trainees |  | ✓ |  |
| 1. **Skills and Knowledge:**
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| 3.1 | Strong awareness of health and safety practices in workshop and classroom environments | ✓ |  |  |
| 3.2 | Good organisational skills with the ability to prioritise tasks and manage resources effectively | ✓ |  |  |
| 3.3 | Ability to work independently as well as part of a team | ✓ |  |  |
| 3.4 | Skills in stock management, ordering, and record keeping | ✓ |  |  |
| 1. **Attributes / Other Requirements:**
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| 4.1 | Reliability / Trust / Professionalism - Ability to carry out the role with professional integrity in line with EDC values and behaviours | ✓ |  | Interview |
| 4.2 | Communication - Ability to communicate clearly and effectively to all levels, both verbally and in writing. | ✓ |  | Interview |
| 4.3 | Working individually or as a team - Ability to work independently and as part of a team under minimal supervision. | ✓ |  | Application Form / Interview |
| 4.5 | Driving - Full UK Driving License and / or access to a vehicle (if applicable). |  | ✓ | Application Form  |