

## **JOB DESCRIPTION**

**JOB TITLE:** Plumbing and Gas Technician

**LINE MANAGED BY:** Associate Principal

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**JOB PURPOSE & OBJECTIVES** To be responsible to the Associate Principal for the servicing of teaching equipment and support materials.

**KEY TASK SUMMARY** To work closely with teaching and support staff, to ensure that quality back-up learning support is available for effective student learning and provide a maintenance service.

**KEY TASKS**

Maintain teaching and other ancillary equipment in good working condition

Repair and maintain equipment on a regular basis and record to comply with relevant legislation.

Maintain stores, receive and check deliveries. Liaise with staff responsible for purchasing of new equipment, tools and/or materials.

Ordering and receiving goods in line with college processes.

To monitor and update the department's inventory of equipment and furniture.

Implement and maintain an alpha/numeric system of identification for all tools and equipment.

Carry out and record inspection and maintenance programme for all access equipment.

Ensure adequate equipment and materials are available and in good working order for all learning and teaching.

Liaise with lecturing staff in design and construction of teaching visual aids.

To participate in staff development to enhance personal and professional skills.

## **Corporate Statements and Values**

### **Vision**

To be Scotland's leading College: delivering excellence.

### **Mission**

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

### **Values and culture**

#### **We are:**

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

*This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.*

*This job may be amended in future to reflect the changing duties of the post.*

Date Updated: January 2022