

Technician in Automotive Technologies

Department: Technology, Marine & Renewables

Reports To: Academy Manager

Job Purpose:

To assist and provide technical support to the teaching staff in the day-to-day operation of the Automotive Academy. To ensure all equipment is in good working order by either providing maintenance or organising suitable repairs.

Key Responsibilities:

1. Preparing workshops / resources and assisting teaching staff during practical sessions.
2. Undertaking regular checking and routine maintenance on equipment to ensure that it is in safe working order
3. Constructing training media, simulation rigs and systems involving new technologies.
4. Maintaining, diagnosing and reporting of faults with automotive-related equipment and training media.
5. Arranging the annual maintenance of electrical equipment.
6. Carrying out an annual stock check of items of equipment of £500 + value.
7. Maintaining stock records.
8. Distribution and reclamation of materials.
9. To issue students lockers and keep suitable records.
10. Ordering materials, checking delivery notes and invoices.
11. To keep management fully and regularly informed of issues affecting the operation of the automotive resources
12. Showing a positive and responsible attitude towards safety and hygiene within the College, by maintaining a clean and tidy working environment.
13. Carrying out safety checks along with COSHH and Risk Assessments for existing and new practices for the curriculum and for tools and equipment.
14. To produce instructional material and safe systems of work for equipment within the Automotive Academy.
15. Undertake a First Aid qualification and administer first aid if necessary.
16. Undertake such other duties commensurate with the grade of the post as may reasonably be required.

NOTE

This role profile is intended to provide an overview of the role in the context of the ambition of City College Plymouth.

The overview of responsibilities is listed for convenience and is not in any order of priority or significance. It is agreed that the significance of different aspects of the role will vary at different times and that all accountabilities are of potentially equivalent significance.

Person Specification

Post: Technician		Essential	Desirable
	Qualifications:		
1	A recognised professional qualification in Automotive Technologies	✓	
2	Assessors Award		✓
	Knowledge & Experience:		
3	Relevant experience in the Automotive industry	✓	
4	Knowledge of health and Safety regulations	✓	
5	Understanding of modern industry equipment and practices	✓	
6	Knowledge of stock control		✓
	Skills & Personal Qualities:		
7	The ability to deal pleasantly and efficiently with colleagues and clients at all levels, both internal and external, on behalf of the Faculty	✓	
8	Good organisational skills coupled with the ability to operate efficiently under pressure at peak times	✓	
9	The ability to prioritise own work	✓	
10	It would be useful, though not essential, to have a First Aid qualification. Willingness to qualify is essential.	✓	
11	A clean, current and valid driving license	✓	

Role Context

City College Plymouth expects staff to:

- Work within the context of the College's core values, code of conduct, quality requirements and ethos of continuous improvements.
- Undertake their duties in accordance with College policies and procedures, particularly with respect to:
 - Safeguarding Children and Safer Recruitment in Education, including Prevent;
 - Human Resources policies and procedures;
 - Health and Safety policies and procedures;
 - Equality, Diversity and inclusion policies and procedures;
 - The College's policy on the confidentiality of data stored electronically, and by other means, in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.

- Undertake such other duties commensurate with the grade of the post as may be reasonably be required
- You may be required to be trained to administer First Aid.

This Job Description is current at the date shown. It is liable to variation by management, in consultation with you, to reflect or anticipate change in, or to, the job.

Other supporting information can be found on the College's website.

Additional Information

Hours of Work : **Full-time, 37 hours per week. Permanent.**

Salary Range : **£17,591 - £17,906 per annum**

Salary Scale : **Business Support Scale 3**

Closing Date : **Midnight on Wednesday 28 July 2021**