

## TECHNOLOGY TECHNICIAN POSITION DESCRIPTION

**POSITION:** Technology Technician (Advertised on seek as Design & Technology Workshop Technician)

**ORGANISATIONAL UNIT:** Faculty of Design & Technology

**POSITION STATUS:** Permanent

**CLASSIFICATION:** Business Support Services

### POSITION OVERVIEW:

The Technology Technician supports the safe, orderly and effective operation of the Technology facilities at Bacchus Marsh Grammar. The role contributes directly to the quality of teaching and learning through the maintenance of workshop spaces, equipment and materials, and through direct assistance to staff and students. The Technology Technician plays an important role in ensuring compliance with the School's Occupational Health and Safety requirements.

Drawing on practical knowledge of engineering principles, materials and manufacturing processes, the Technician ensures learning environments are safe, well-organised and appropriately resourced. The position also supports students to gain insight into contemporary manufacturing practices within a structured and supportive setting.

Active involvement in the School's enrichment program is a requirement of this position and forms an integral part of the Technician's contribution to the learning and co-curricular life of the School.

### KEY DUTIES & TASKS

#### 1. Learning Support

- Provide technical and instructional support to staff and students across the Technology learning areas.
- Actively assist with the School's enrichment program, including the provision of technical support for co-curricular activities, extension programs and student showcases.
- Supervise students in the safe use of restricted and specialised machinery.
- Assist teachers with the preparation of materials and equipment for classes.
- Support exhibitions, displays and demonstrations of student work.
- Support student learning at both campuses through the use of advanced equipment.

#### 2. Occupational Health & Safety Responsibilities

- Review and maintain Safety Data Sheets (SDS), hazardous substance registers and equipment safety documentation.
- Organise the safe storage, handling and disposal of hazardous substances and materials.
- Liaise with the Risk, Compliance and Policy Manager and/or Head of Technology in relation to safety matters.
- Work collaboratively with Technology and Maintenance staff to identify, manage and reduce risk.
- Maintain induction and training records.
- Complete weekly, termly and annual inspections of equipment and workshop spaces.
- Contribute to the annual review of safety procedures and compliance documentation.

#### 3. Workshop and Facilities Management

- Manage daily operations of workshops, storerooms and preparation areas.
- Maintain a clean, orderly and safe working environment.



- Organise and assist with the transport of student work and supplies from external providers.

**4. Maintenance of Equipment and Materials**

- Maintain and manage specialised equipment including CNC machinery, laser cutters and fixed plant machinery.
- Conduct regular inspections of machinery with accurate documentation.
- Coordinate servicing, repairs and warranties.
- Supervise quotations and liaise with external contractors as required.
- Conduct annual audits of materials and equipment.
- Manage equipment trolleys for the Middle School.
- Order and prepare materials in a timely and efficient manner.

**5. Administrative Responsibilities**

- Process purchase orders using the School's finance system (ALII).
- Submit maintenance and repair requests.
- Assist with ordering supplies and consumables.
- Maintain accurate records relevant to equipment, servicing and stock.

**6. Child Safety**

- Be familiar with and comply with the School's Child Safe Code of Conduct, PROTECT Four Critical Actions for Schools: Responding to incidents, disclosures, and suspicions of child abuse, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for all students.
- Demonstrate duty of care to all students in relation to their physical, emotional, and mental wellbeing.
- Complete all School assigned learning by the required due date.

**7. Managing Self & Professional Skills**

- Manage own behaviour in accordance with the Staff Code of Conduct.
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.
- Adhere to and cooperate with all OHS policies and procedures and relevant legislation.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Manage own development and professional learning relative to this position.

**8. Working with People**

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values.
- Participate in meetings in an active and constructive manner.

**9. Other duties**

- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

## ORGANISATIONAL RELATIONSHIPS

**Reporting directly to:** Head of Technology

**Direct reports to this position:** n/a

**Internal Relationships:** All staff

**External Relationships:** students, parents, general public.

## WORK DIRECTION/ SUPERVISION

- The incumbent will possess efficient knowledge and skill to provide independent customer service;



- Significant discretion and independent judgement are required with constraints set by the Executive Assistant to the School Principal and/ or Principal; and
- Exercise the highest degree of confidentiality, discretion, patience, tact and diplomacy at all times.

## KEY SELECTION CRITERIA

### Qualifications/Licences

- Evidence of relevant training and/or experience, such as a Certificate or Diploma in a related field, and evidence of ongoing professional learning.
- Working with children check (employment card).
- National criminal history check.

### Essential Criteria

- Demonstrated high standards of professionalism, including strong time management, organisation, written and verbal communication skills, and consistent attention to detail.
- Ability to maintain positive, respectful and personable interactions with staff, students, and colleagues.
- A calm, professional, solution-focused approach to problem-solving and day-to-day tasks.
- Ability to work independently as well as collaboratively within a team environment.
- Understanding of the hazards associated with equipment, machinery, tools, and materials commonly used in technology learning environments, and knowledge of safe operation, handling, and storage practices.
- Proficiency in the use, maintenance, and basic troubleshooting of IT equipment, industry-standard tools, and relevant software applications (e.g., CAD, 3D printing tools, Audio/Visual systems, etc.).
- Strong organisational skills, including the ability to prioritise tasks, maintain inventories, and manage resources efficiently.
- Demonstrated commitment to occupational health and safety, risk management, and adherence to best-practice standards in workshop and classroom environments.

## AUTHORISATION

### PRINCIPAL APPROVAL

\_\_\_\_\_ Date: \_\_\_\_\_  
Debra Ogston, Principal

### STAFF AUTHORISATION

I have read and agree to abide by the requirements of this position description.

Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_