

# POSITION DESCRIPTION

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## SECTION A: Position Context

|                            |  |
|----------------------------|--|
| <b>Position Title</b>      | Laboratory Technician (Electrical and Electronics Engineering) |
| <b>Position Grade</b>      | NE2-T  |
| <b>Category</b>            | Non-Executive  |
| <b>Campus / Faculty</b>    | Sarawak Campus – Faculty of Engineering, Computing and Science |
| <b>Term of Appointment</b> | Full-time Appointment  |
| <b>Effective Date</b>      | January 2024   |

### Position Purpose

This position is responsible for maintaining laboratory equipment, and preparing and supporting laboratories for undergraduate teachings. The position also monitors equipment and consumables as well as assist staff members in research activities in the laboratory in the field of Electrical and Electronics Engineering; and also to assist in computing laboratories.

### Participation on Committees

The position will be required to participate on relevant committees as is needed for the efficient performance of duties and as directed by the Laboratory Manager; and/or Dean, Faculty of Engineering, Computing and Science (FECS); or by authorised personnel.

### Supervision Reporting Relationships

|   |   |
|---|---|
| <u>This</u> position's supervisor / manager       | Laboratory Manager, FECS, or any other person as assigned by authorised personnel |
| Other positions reporting to <u>this</u> position | Nil   |

### Location

This position is located at the Swinburne University of Technology Sarawak Campus.

## SECTION B: Key Responsibility Areas

The Key Responsibility Areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

| KEY RESPONSIBILITY AREAS |   |   |
|--------------------------|---|---|
| 1.                       | <b>LABORATORY SUPPORT</b>                   | <ul style="list-style-type: none"> <li>• Prepare materials and equipment for laboratory sessions.</li> <li>• Assist lecturers during laboratory sessions and R&amp;D work.</li> <li>• Ensure that the laboratory is clean, tidy and well-organised.</li> </ul>  |
| 2.                       | <b>LABORATORY SUPERVISION</b>               | <ul style="list-style-type: none"> <li>• Supervise students using the laboratory during formal / informal sessions.</li> <li>• Ensure that all rules and regulations of the laboratory are adhered to.</li> <li>• Report any incidents in the laboratory to the Laboratory Manager.</li> </ul>  |
| 3.                       | <b>MAINTAINING RECORDS</b>                  | <ul style="list-style-type: none"> <li>• Maintain a good record of equipment / tools (e.g.: movement and calibration).</li> <li>• Maintain proper records of laboratory resources, and initiate purchasing to replenish them if necessary.</li> </ul>   |
| 4.                       | <b>MAINTAINING EQUIPMENT</b>                | <ul style="list-style-type: none"> <li>• Monitor equipment's health.</li> <li>• Rectify faulty equipment if possible.</li> <li>• Ensure all equipment is properly maintained and calibrated.</li> </ul>   |
| 5.                       | <b>OCCUPATIONAL HEALTH AND SAFETY (OHS)</b> | <p>Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following:</p> <ul style="list-style-type: none"> <li>• Execute OHS requirements in respective work areas;</li> <li>• Maintain cleanliness, good housekeeping and overall safe work environment;</li> <li>• Undertake immediate correction and improvement action on any non-compliance practices; and</li> <li>• Report all OHS related injuries, ill health or incidents to the OHS section.</li> </ul> |
| 6.                       | <b>SWINBURNE VALUES AND CULTURE</b>         | <ul style="list-style-type: none"> <li>• Commit to the Swinburne Values.</li> <li>• Conduct work professionally while demonstrating the Swinburne Values at all times.</li> </ul>   |
| 7.                       | <b>OTHER DUTIES</b>                         | <ul style="list-style-type: none"> <li>• Any other duties as required by the Laboratory Manager; and/or Dean, FECS; or by authorised personnel</li> <li>• Undertake Faculty-wide and/or University-wide responsibilities as and when needed.</li> </ul>   |

## SECTION C: Key Selection Criteria

Application letters and / or resumes must address the Qualifications and Knowledge / Experience / Attributes sections under the key selection criteria.

| <b>Qualifications:</b> Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position. |   | <b>Essential / Highly Desirable / Preferable</b> |
|--|---|--|
| 1.   | A Diploma in Electrical and / or Electronics Engineering from a recognised institution. | Essential  |
| 2.   | Certificate of Competency as Wireman Grade 1 or Grade 2.                                | Preferable                                       |

| <b>Experience / Knowledge / Attributes:</b> Required by the appointee to successfully perform the position's key responsibilities. |  | <b>Essential / Highly Desirable / Preferable</b> |
|--|--|--|
| 1.   | Hands-on operation and basic troubleshooting and maintenance of electrical and electronic equipment e.g. scopes, analysers, laser and optics systems as well as single and 3-phase power supply system | Essential  |
| 2.   | Hands-on experience in building and debugging basic analogue and digital circuitry, and preparing PCB boards.  | Essential  |
| 3.   | Good interpersonal skills. Able to work independently as well as collaboratively in a team.  | Essential  |
| 4.   | Good time management skills. Able to schedule and prioritise work and to honour deadlines.   | Essential  |
| 5.   | Working knowledge on software installation and troubleshooting, computing systems hardware and components.   | Highly desirable                                 |
| 6.   | Able to maintain a very high standard of housekeeping as the custom and practice of the laboratories.  | Highly desirable                                 |
| 7.   | Knowledge of Microsoft Word, Excel, PowerPoint, Adobe and Access.  | Highly desirable                                 |
| 8.   | At least three (3) years of relevant work experience. However, fresh graduates may also apply.   | Preferable                                       |
| 9.   | Knowledge on OSH requirements, first aid and emergency response.   | Preferable                                       |