Trades Innovation Institute
School of Electrical and Engineering Trades

CPIT
CHRISTCHURCH POLYTECHNIC INSTITUTE OF TECHNOLOGY Te Wānanga o Ōtautahi

Technician

Welding Fabrication/Plumbing, Gasfitting, Drainlaying

Position: **Full time; Permanent**
Contract/Grade: **Grade 4 salary range $36,393 to $42,816 ($18.61 - $21.89 per hour)**

INTRODUCTION

Christchurch Polytechnic Institute of Technology (CPIT), the largest South Island Polytechnic and one of Canterbury's three major tertiary institutions, is located in the centre of Christchurch city with an additional campus in Opawa. Emphasis is on "applied" learning where theoretical education is combined with a hands-on approach. *CPIT* prides itself on the emphasis it places on excellence - such as the increasing number of teaching awards it attracts and its achievement of high levels of recognition in educational audits - and on the many diverse and dynamic partnerships it has with industry, the community and a wide range of interest groups in the city.

CPIT welcomes approximately 30,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānaka o Ōtautahi provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

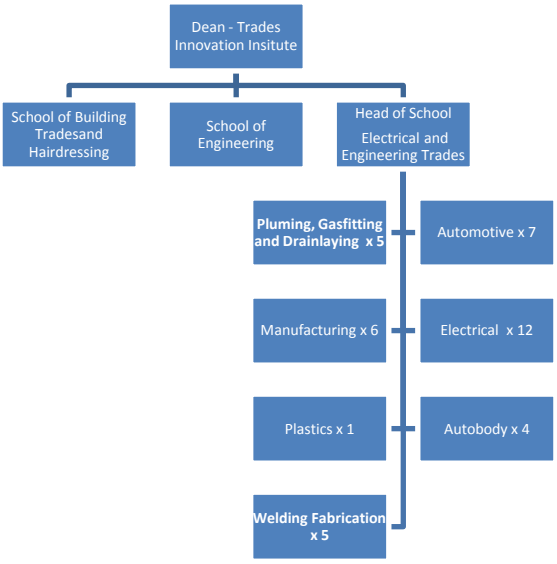
Over 1800 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special interest clients.

A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

FACULTY AND SCHOOL INTRO

Trades Innovation Institute is the leading South Island provider of Trade training and includes two Schools. The school of Engineering and Electrical trades and the School of Building. Located at Sullivan Avenue in Opawa this campus provides unparalleled practical learning facilities for the eleven trade disciplines currently delivered. In addition the Tradefit development will provide additional trades and enhancements to those currently offered. The Welding Fabrication/Plumbing Gasfitting Drainlaying Technician role sits within the School of Engineering and Electrical trades and reports to the Programme Coordinators of the Welding Fab and the Plumbing section for daily activities.

ORGANISATION STRUCTURE



PRIME FUNCTION/PURPOSE OF THE JOB

The Technician provides support for teaching and learning in the Welding Fabrication and Plumbing, Gasfitting, Drainlaying sections by ensuring that repairs and maintenance priorities are attended to in a timely way, workshops are ready and equipped with materials for teaching, learning and project work, and health and safety standards are maintained.

DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: Nil
Human Resources: Nil
Other: Health and Safety for Plumbing Barn (TradeFIT) as negotiated with the Head of School

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
Education/Qualifications: • Relevant trade qualification from Engineering/Plumbing Trades •	• Advanced Trade
Experience/Skills/Knowledge • Multiple hands-on workshop skills • Admin/PC Skills • Familiarity with stock control and maintenance schedules • Effective verbal and written communication skills • Ability to prioritise work and set time frames	• The ability to develop technical skills, in the areas of engineering and plumbing trades. • Experience in gas pipelines and systems an advantage (but work on these systems will be carried out by registered persons).
Personal Attributes: • A team player with a reputation for using initiative • Ability to work unsupervised • Willingness to do routine tasks and to take on challenges • An interest in all relevant craft and trade. • An interest in a learning environment • Is willing to commit to CPIT staff profile which encompasses foci on students; learning and teaching; innovation, flexibility and continual learning; research; biculturalism; internationalisation; disability awareness; environmental awareness and sustainability; health and safety; IT literacy.	

KEY FUNCTIONAL RELATIONSHIPS	
Internal • Programme Coordinators • TII Technicians • Tutors • TII Students	**External** • Industry Stakeholders • Suppliers

KEY TASKS	EXPECTED RESULTS
• Ensure workshops are safe and functional for teaching and assessment.	– Programme coordinators are made aware of the tasks to be allocated from the maintenance schedule – for example, major machine repairs or adjustments. – Oil levels and machines are checked, replenished or

	repaired as necessary – Machines are given a 'Warrant of Fitness' from a prepared tick off sheet. This tick off sheet is to be developed from the m/c manuals. – Reports are prepared for programme coordinators for all jobs completed. – Tutors are informed of any issues that may affect the safe use of equipment or plant in the workshops. – All workshop equipment is safe and meets current standards, codes and practices.
• Work with tutors to design and manufacture parts and projects for teaching and learning./delivery and assessment	– A workable understanding of tutor requirements is developed to produce appropriate physical resources. – Parts/projects are produced within agreed timeframes – Resources and available materials are maximized to produce innovative learning solutions.
• Source teaching materials and equipment for classes	– Relationships with suppliers are maintained to ensure the institution receives maximum value for all purchases. – Programme coordinators are kept up to date with stock/supply issues
• Develop and update a preventative maintenance schedule for all workshop equipment, e.g. electrical and electronic components	– Maintenance schedule is accessible to school tutors, key tasks are identified as appropriate for integration into learning and assessment – Plant and equipment is maintained as per the schedule as appropriate.
• Assist with building marketing materials and stands	– Material for the Careers Expo/Open Days and other promotional activity is installed/constructed as required
• Health and Safety Responsibility	– Clean and safe work/teaching environments are maintained – First aid cabinets are stocked – Information, advice and support is available for others regarding safe working practices – The H&S Coordinator is informed of any relevant issues within the sections(s) – Safe work practices are promoted and encouraged

All of the information provided above is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, the incumbent will be required to accept and carry out other relevant duties as assigned by the **Head of School – Electrical and Engineering Trades.**

FOR YOUR INFORMATION

1. Staff Appraisal

CPIT has in place a negotiated system of staff appraisal in relation to job performance, safe work practices, and the criteria outlined in the CPIT Employee Profile.

2. Professional Development

CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager and time is provided to achieve the plan.

3. CPIT Profile

For CPIT to develop and prosper, all staff are expected to demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's fundamental purpose which is to provide quality learning for students. We have an integrated approach to defining, describing and developing a positive learning culture among staff and we align this approach at all levels to the mission, values, goals and strategic direction of the institution.

4. Health and Safety

Applicants for positions are asked to declare any relevant health related needs or issues on the Confidential Information form provided to Human Resources with your application for appointment This information is not used for shortlisting but we do expect you to discuss, .your needs as part of the interview process or when accepting an offer of employment where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these tender applicants unable to undertake the task requirements. Employees may be required to undertake a health check where baseline data is needed for specific positions. Eg a hearing test for those involved in. engineering workshops.

5. Employment Terms and Conditions

Appointment is within the terms of employment law and the TIASA Collective Employment Agreement For the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the TIASA Collective Agreement which covers the position offered. If the staff member joins the TIASA union the terms of the collective document continue to apply; should he/shedecide not to join the union, the staff member remains on an individual agreement and we may mutually- agree to terms after the 30-day period expires. CPIT's Allied Staff Collective Employment Agreement (01 April 2007 — 31 March 2009) will be offered in the first instance. A job evaluation system is used to determine the grade and therefore the salary range for this position. It is usual to appoint at the lower end of the appointment range specified in the position description.

6. **Equal Opportunities Employer**

CPIT is committed to equality and diversity and makes a determined effort to develop an inclusive environment to achieve a balanced gender representation and increase the number of Maori and other under represented groups on staff. We are an active provider of opportunities for differently abled people and recognise that all staff, are not only our employees, but have multi faceted lives that from time to time may require flexibility from CPIT to assist in meeting their other commitments.

APPLICATION DETAILS

Applications for appointment must be marked:

Technician – Welding/Plumbing **Ref. FS3246**

Applications should be addressed to:

Senior HR Advisor
Christchurch Polytechnic
Institute of Technology
P O Box 540

Email: hr@cpit.ac.nz
Phone: 03 940 8623
Fax: 03 940 8616

Applications Close

The standard application form provides the Institute with a common set of information about each candidate but applicants should not limit themselves to that form. Personal applications set out in the applicant's own style including a curriculum vitae and particular references to the job description and personal profile are welcomed. CPIT reserves the right not to appoint or to appoint by invitation in the event the recruitment process is deemed to be unsuccessful.