

POSITION DESCRIPTION



SECTION A: Position Context

Position Title	Laboratory Technician (Mechanical Engineering)
Position Grade	NE2-T – Assistant
Category	Non-Executive
Campus / Faculty	Sarawak Campus – Faculty of Engineering, Computing and Science
Term of Appointment	Full-time Appointment
Effective Date	November 2025

Position Purpose

This position is responsible for providing laboratory support for teaching and research activities in the Faculty of Engineering, Computing & Science (FECS) laboratories, in the field of Mechanical Engineering.

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 Officer; Laboratory Executive; or Laboratory Manager and/or Dean, FECS; or any other person as assigned 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	None

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.	LABORATORY SUPPORT	• Prepare materials and equipment for laboratory sessions, research activities and events. • Assist academic staff as necessary, during laboratory sessions, research activities and events. • Ensure the availability of laboratory resources and materials and replenish as necessary. • Ensure that the laboratory is clean, tidy and well-organised, including management of scheduled wastes in accordance to procedures and regulations.
2.	LABORATORY SUPERVISION	• Supervise students using the laboratory during formal or informal sessions. • Ensure that all laboratory rules and regulations are adhered to. • Report any incidents in the laboratory to the Laboratory Manager.
3.	MAINTAINING RECORDS	• Maintain proper and up-to-date records of laboratory equipment / tools and supplies; including laboratory safety documents and other operating and administrative records.
4.	MAINTAINING EQUIPMENT	• Ensure all equipment in the assigned laboratories are in good operating condition and available for teaching, and initiate repair as necessary. • Ensure all equipment maintenance and/or calibration are performed on time and as per requirement.
5.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following: • Execute OHS requirements in respective work areas; • Maintain cleanliness, good housekeeping and overall safe work environment; and • Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.
6.	SWINBURNE VALUES AND CULTURE	• Commit to the Swinburne Values. • Conduct work professionally while demonstrating the Swinburne Values at all times.
7.	OTHER DUTIES	• Any other duties as required by the Laboratory Officer; and/or Dean, FECS; or by authorised personnel • Undertake Faculty-wide and/or University-wide responsibilities as and when needed.

SECTION C: Key Selection Criteria

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

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential / Highly Desirable / Preferable
1.	Diploma in Mechanical Engineering, or other engineering disciplines from a recognised institution.	Essential

Experience / Knowledge / Attributes: Required by the appointee to successfully perform the position's key responsibilities.		Essential / Highly Desirable / Preferable
1.	Working knowledge on setting up of laboratory equipment / apparatus / software for teaching sessions and research; and able set up from experiment descriptions / lab manuals.	Essential
2.	Hands-on operation and basic troubleshooting and maintenance, including calibration; of common laboratory equipment as well as its supporting utilities / facilities systems.	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.	Good organisation and housekeeping skills.	Essential
6.	High level of safety awareness and knowledge including chemical, gas and electrical safety.	Highly desirable
7.	Working knowledge in basic Microsoft applications (Word, Excel, Powerpoint, Teams).	Highly desirable
8.	At least two (2) years of relevant work experience, preferably in laboratory setting or similar.	Preferable
9.	Knowledge on OSH requirements, First Aid and emergency response.	Preferable