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Technician / Technical Staff

JOB DESCRIPTION

In accordance with the aims and principles determined by the senior management of Süleyman Demirel University, Technicians and Technical Staff are responsible for resolving technical malfunctions in the buildings belonging to the Vocational School and participating in and supervising maintenance and repair work.

DUTIES AND RESPONSIBILITIES

1. To carry out minor repairs to buildings belonging to the college, such as those related to electricity, water, doors, windows, and machinery; and to report any repairs that cannot be done by the relevant authorities and ensure their completion.

2. To develop plans for the preservation, order, and maintenance of the building, and to ensure their implementation with the approval of the relevant parties.

3. To ensure that the building is kept ready for continuous education and training.

4. To assist the administration in purchasing materials related to the maintenance and repair of machinery, equipment, and buildings.

5. To carry out repairs in the work rooms in order of the work plan and as quickly as possible.

6. To contribute to the economical use of the building and its layout.

7. To closely monitor technology and inform relevant parties about innovations.

8. To ensure that annual maintenance contracts for machinery and equipment are in place and that monthly maintenance is carried out, and to keep records of related correspondence, reports, and warranty documents.

9. To assist with printing and photocopying tasks as needed.

10. To comply with the college's ethical guidelines and support internal control activities.

11. To use the assets and resources of the higher education institution efficiently and economically.

12. Avoid extravagance, respect privacy,

13. To adhere to working hours and dress code regulations.

14. Being aware of and acting upon the fact that they have sensitive and risky responsibilities.

15. To perform other duties assigned by the College Secretary.

POWERS

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• Having the authority to perform the duties and responsibilities mentioned above.

. Being able to use the necessary tools and equipment to carry out the activities.

HIS CLOSEST EXECUTIVE

College Secretary

QUALIFICATIONS REQUIRED FOR THIS JOB

Possessing the general qualifications specified in the Civil Servants Law No. 1657;

2. Having the level of work experience required for the position,

3. Possessing the necessary decision-making and problem-solving skills to perform their activities in the best possible way.

RESPONSIBILITY

Technicians and technical staff are accountable to the College Director, College Deputy Directors, and College Secretary while performing all the above-mentioned duties in accordance with laws and regulations.

Sources:

1. Civil Servants Law No. 657