



VICTORIAN WOODWORKERS ASSOCIATION

WORKSHOP MANAGER

The Victorian Woodworkers Association (VWA) is seeking a Workshop Manager to manage the machinery and workshop at the Wood Design Centre in Tyrone St North Melbourne.

The Manager will have overall responsibility for ensuring the safe and efficient operation of the workshop and machinery used by VWA Artists in Residence, teachers, students and members.

The Manager will also act as the key conduit between all users of the space and is responsible for establishing and maintaining operational systems for tutors, tenants, students and members in the shared workshop space.

The Manager must have:

- A solid understanding of woodworking machinery and equipment
- Demonstrated knowledge and skills needed to correctly adjust, repair and maintain machinery and woodwork tools
- Familiarity with advanced woodwork and fine furniture construction
- Excellent interpersonal and communication skills
- The ability and willingness to work independently and as part of a team
- An understanding of and support for the VWA's mission and aspirations.

Desirable attributes:

- A self-motivated and proactive approach to work
- Innovative thinker and a keen problem solver
- Highly attentive to detail and a desire to achieve the high maintenance standards required for fine woodworking
- The flexibility to respond to issues as they arise (sometimes this may mean adjusting working times and hours to ensure the resumption of operations).
- Electrical test and tag training and experience.

Hours: Around 2 days per week but hours may vary and will be negotiated with the Manager. The position and hours will be reviewed after 6 months.

Pay rate: \$50 per hour

This is a contract position and the successful applicant will be engaged as a contractor with the VWA.

Responsibilities and tasks

General:

- Work collaboratively with Artists in Residence and tutors to identify machinery or general workshop issues and ways to resolve these.
- Directly communicate any workshop or machine issues including out-of-service orders to School Tutors, WDC Artists in Residence and other users.
- Liaise with the VWA Management Committee on each of these tasks and provide the Committee with regular reports and any proposals for enhancements to the workshop or machinery.
- Regularly check and respond to maintenance requests identified in the WDC job book.
- Report and respond to any damage to lighting, electrical switches, shared workbenches etc.
- Liaise with the Operations Manager of the Meat Market and external tradespeople as necessary.
- Identify and implement improvements to VWA OH&S procedures and maintain documentation.
- Ensure annual test and tag compliance is maintained.
- Be responsible for maintaining order, regular checks and sorting of storage areas including; under benches, clamping block box, offcuts box (machine room), firewood boxes, student pigeon holes, long rack storage area, vertical storage area, flammables cabinet, tenant storage, sheet storage rack.
- Establish a roster system with tenants to ensure the space is kept clean and serviceable overall, ensuring regular vacuuming and cleaning (kitchen, stairway, wet sink, floors etc)
- Identify and implement improvement opportunities for the space with the ongoing aim of creating a better functioning, safer and more efficient workshop for all users.
- Maintain a list of 'larger jobs' to be completed either as part of a larger project or a VWA working bee.
- Maintain, order and replace shared consumables and basic operational equipment (paper towels, sponges, bin bags, brooms, cleaning supplies, tea and coffee etc).
- Provide a brief monthly report to the VWA Committee of Management on major work undertaken, issues identified and any proposed changes to the workshop and proposed expenditure.

Machine room

- Develop and maintain a service schedule for all machinery
- Ensure that each machine is maintained, kept clean and correctly adjusted
- Keep a maintenance log for each machine
- Ensure that at each machine a 'machine safety sheet' and maintenance log is attached and displayed in a prominent position
- Regularly remove accumulated dust and offcuts from machine cabinet interiors and extraction hoses
- Check dust extractors bags and vacuum storage weekly and empty when full
- Regularly replace full bins in the central dust extractor
- Put full bins out for collection on Thursday afternoons
- Replace saw blades, planer and thicknesser blades and sanding belts as required and arrange for sharpening of blades when required
- Report any breakages or undue wear to the VWA Management Committee
- Ensure that the machine room is blown down and vacuumed at least monthly
- Maintain/replace light globes
- Update the OHS advice signs next to each machine
- Identify and rectify any safety risks found in the machine room

School

- Periodically check hand tools for wear and tear and correct adjustment
- Unclamp student work where it has been left to dry overnight after a class, relocate in-progress work to student storage lockers and appropriate storage areas
- Check router bits and other cutting tool bits for damage and sharpness, clean if necessary (mortise chisels, domino cutting bits etc.)
- Check power tools for damage and correct adjustment, and ensure batteries are fully charged
- Check and maintain clamps, grease vices, check sharpening stones
- Sharpen chisels and hand plane blades as needed
- After each school term, clean down benches, remove items under benches and if necessary recoat with oil-based polyurethane
- Twice yearly, remove filters from dust collectors in the school and the general common area and blow clean (preferably outside)
- Purchase supplies of consumables as necessary such as biscuits, dominos, sandpaper, tape, rags etc.
- Order and organise delivery and storage of timber for the Monday Set Project class before the start of each term
- In conjunction with the School Coordinator, teachers and assistants, develop a standard list of responsibilities for teachers and assistants (including opening and closing procedures).
- Two weeks before the end of term liaise with Meg to ensure communication regarding end of class and storage arrangements are sent out.
- At the end of each school term, ensure work has been collected from student pigeonholes, and liaise with the School Coordinator to inform students who are not continuing to the next term, that their work will be given away if not collected. Ensure no student work is stored in the school classroom. Classroom pigeon holes should be reserved for use by tutors.
- Attempt to identify abandoned student projects and arrange for collection, rehoming or discarding where appropriate at end of each term.

Applications detailing skills and experience and three referees should be sent to:

Stephen Ziguras
President
Victorian Woodworkers Association
president@vwa.org.au

by 5pm Friday 24 June.