

<b>Engineering Laboratory Technician</b>	<b>Skill Level: 9</b>
<b>FLSA Status:</b> Non-exempt	<b>IPEDS: 510</b>

Job Purpose: Work performed in the machining, fabrication, and construction of instructional and research apparatus used in engineering

Characteristic Duties and Responsibilities (Essential functions for this position are on file in the Office of Human Resources for your information):

- Fabricates, customizes, tests, troubleshoots, repairs and installs electrical, mechanical, electromechanical and electronic measuring equipment.
- Sets-up standard and special purpose laboratory equipment to measure and test other instruments and equipment.
- Measures parts for conformity with specifications.
- Uses precision-measuring instruments such as calipers, internal and external micrometers, dial indicators and optical comparators to measure tolerances in components.
- Operates wood working and metal working machinery and joining, fastening, finishing and welding tools and equipment.
- Performs necessary maintenance on laboratory tools and equipment.
- Performs arc and acetylene welding
- Assists instructors in laboratory sessions.
- May prepare project cost summary, including labor, equipment and materials
- Instructs students in the use of tools and equipment.
- Requisitions and maintains inventory of supplies, tools, and equipment.

Supplemental Functions:

- All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation.
- These functions may vary by institution.
- Incumbents may provide backup to various functions within the unit.
- May be required to perform related clerical tasks as assigned
- Performs other work as assigned

Direction Received:

Employees work under general supervision. Advice and guidance are available from the supervisor as needed for complex issues or exceptions to policy.

Direction Given:

N/A

Job Specifications:

High School diploma or GED. Completion of a standard apprenticeship in one of the industrial trades such as machinist or electrician or its equivalent

.Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of the materials, methods, and principles involved in constructing various instructional and research apparatus used in engineering laboratories.

Knowledge of the use, care, and maintenance of tools and equipment such as wood working, metal working, electric, electronic welding tools, equipment and instruments.

Knowledge of applicable occupational hazards and safety precautions.

Ability to operate, calibrate and test equipment

Ability to read and follow specifications and blueprints.

Ability to provide basic instruction to students on the use of various tools, equipment and instruments.

Ability to communicate and confer with vendors in ordering supplies and equipment

Ability to evaluate situations and make decisions.

Ability to establish and maintain an effective working relationship with students, instructors, and other employees.

Working Conditions/Physical Demands/Special Conditions:

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information.

Date

5/2004

Skill

9

Evaluation

733033323

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.