

TITLE: <u>Instrument Technician</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA440</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>8</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

POSITION PURPOSE

Machine and repair equipment and fixtures for use in research studies and tests. Proficiency in using specialized equipment is needed to set-up and maintain test situations to researcher specifications with minimal supervision.

ESSENTIAL JOB FUNCTIONS

- Build equipment and fixtures used in testing situations. Obtain information from researchers on equipment needs and specifications; modify existing equipment to meet new requirements; ensure equipment meets testing standards and demands. Unique testing situations necessitate the use of equipment knowledge to make adaptations to meet needs.
- Set-up research test situations to researcher specifications; ensure supplies and equipment needed are available and meet requirements; work with individuals conducting tests to make sure testing conditions are appropriate; adapt fixtures and equipment to work with other test apparatus. Transport and place heavy equipment necessary. Participate in clean-up after tests and breakdown of equipment.
- Repair lab equipment and fixtures used for research tests. Ensure equipment is in proper working order; disassemble equipment to perform minor repairs; realign machines; utilize precision measuring devices to insure equipment will perform properly; repair broken fixtures.
- Clean and maintain test equipment and fixtures. Ensure test facility is properly cleaned after trials; remove jams from equipment; house tools used by department personnel; maintain equipment and test facility to safety standards. Transport and place equipment and fixtures as needed.
- Follow researcher's specifications in working with test equipment and fixtures. Meet established deadlines for testing; assist in set-up and design for unique testing situations; work with a variety of equipment requiring an understanding of use, maintenance and possible modifications; utilize special techniques to ensure personal and lab safety. Request parts, tools and equipment needed to make and repair lab equipment and fixtures.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level independently machines and repairs equipment and fixtures for use in University research tests. Incumbents are expected to understand researcher specifications and the use and capabilities of equipment in order to construct and modify machines for tests. This level performs tasks which are procedural in nature. Incumbent must handle new situations based on information learned through prior experience or exposure. Incumbents must exercise keen attention to detail. Work activities necessitate incumbents to use light physical effort consistent with frequent use of relatively light objects, materials and tools. This classification is typically found in academic support units and reports to and receives work direction from a management level position.

MINIMUM QUALIFICATIONS

- High school graduate or an equivalent combination of education and/or experience.
- Ability to make mathematical computations
- Keen attention to detail
- Some machining experience.
- Some welding experience preferred.
- Prior designing and layout experience desirable.
- Some experience in machine shop.
- Typically, incumbents have worked as machinists.