

# The University of Texas at San Antonio

## Job Description

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Job Title: Technical Staff Associate II  
Code: 14314  
Salary Grade: 60  
FLSA Status: Non-Exempt  
Department/Division: Job available in different departments/divisions  
Reports To: In accordance with specific departmental policies

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## Summary

- **Function:** To perform skilled and technical work in the construction, operation, repair, and maintenance of specialized equipment related to scientific/medical research.
- **Scope:** Responsible for supervising skilled and semi-skilled student workers in student shops, and personally participating in technical work of a specialized nature.

## Duties

- **Typical:**
  1. Performs difficult and exacting work in a variety of technical fields.
  2. Diagnoses and corrects equipment trouble and/or studies and suggest solutions for problems in procedures and systems.
  3. Participates in the technical work on projects in development, investigation, research, and/or services.
  4. Operates and/or maintains and repairs complex departmental or project equipment.
  5. Performs other duties as assigned.
- **Periodic:**
  1. Collects and organizes information for project reports and participates in technical conferences.
  2. Works independently on projects requiring creativeness and innovation.

## Education

Required	Preferred
High school diploma or GED.	One year of college-level or technical trades classes in a related field.

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	N/A

### *Experience*

<b>Required</b>	<b>Preferred</b>
Three years of experience in the skilled construction and maintenance of equipment used in the field of specialization.	Four or more years of experience in the skilled construction and maintenance of equipment used in the field of specialization.

### *Equipment*

<b>Required</b>	<b>Possible</b>
Skilled in the use of standard machines, tools, and/or specialized equipment.	N/A

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Dependent upon position conditions working conditions vary to include: high heat and dust (ceramics); poisonous fumes, hot materials, intense light, and confined spaces (welding); noise, sawdust, and vapors associated with finishing/stripping chemicals (woodworking), in addition to long periods of standing and stooping. Work can be both indoors (classroom or lab) or within a craft shop.	Possible hazards exist with use of various woodworking, welding, and foundry type equipment.

### *Supervision*

<b>Received</b>	<b>Given</b>
General supervisory review of overall effectiveness of a particular work group. Specific instruction for new or unusual projects.	Close supervision of skilled and semi-skilled workers.

### *Accuracy*

Proficiency in all duties assigned.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.