

The University of Texas at San Antonio

Job Description

Job Title: Engineering Technician II
Code: 14332
Salary Grade: 55
FLSA Status: Non Exempt
Department/Division: College of Engineering
Reports To: Associate Dean of Engineering

Summary

- Function: To provide skills in connection with the design, construction, operation, maintenance and repair of scientific, computer and mechanical equipment.
- Scope: Responsible for assisting with organizing, and directing specific projects.

Duties

- Typical:
 1. Maintains and troubleshoots equipment.
 2. Calibrates equipment.
 3. Completes records for maintenance and calibrations to equipment.
 4. Assists in maintaining inventory of equipment and supplies.
 5. Demonstrates proper fabrication processes and lab safety issues.
 6. Performs fabrication projects.
 7. Performs other duties as assigned.
- Periodic:
 1. Assists in upgrading equipment.
 2. Offers suggestions for lab safety problems.

Education

Required	Preferred
High school diploma or GED.	Two years of formal training in electronics or a related field.

Other Requirements

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

Experience

Required	Preferred
Three years of experience in industrial or developmental engineering, including mechanical or electrical fabrication.	Five years of similar experience.

Equipment

Required	Preferred
Electronic test equipment, calibrators, lab equipment, personal computer, and tools specific to the maintenance of scientific equipment.	N/A

Working Conditions

Usual	Special
Usual electronic or engineering laboratory environment.	Hazards related to the equipment used, including, but not limited to, electrical currents, intense noise, hazardous materials, restricted movement and poor ventilation.

Supervision

Received	Given
General supervision from administrator.	May assist students.

Accuracy

Extreme precautions in maintaining a safe work environment. Proficiency in all phases of the duties performed.
--

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.
