

## Job Description

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<b>Job Title:</b>	Lab Technician
<b>Department:</b>	Mechanical and Mechatronics Engineering
<b>Reports To:</b>	Laboratory Director
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	8
<b>Effective Date:</b>	October, 2018

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### **Primary Purpose**

The Lab Technician is part of our Mechanical Group and provides general mechanical support to the Materials Research Group and undergraduate teaching. This work includes training and supervising users in the assigned labs, maintaining lab supplies and equipment, and maintaining health and safety standards.

### **Key Accountabilities**

<p><b>Provide technical support for research activities</b></p> <ul style="list-style-type: none"> <li>• Supervises, instructs, and assists students with projects and the use of laboratory equipment.</li> <li>• Supports computer based test, measurement, and control systems.</li> <li>• Assists with development of SOPs.</li> <li>• Assist with the procurement of new equipment.</li> <li>• Ensures responsiveness to evolving research and teaching needs.</li> </ul>
<p><b>Provide technical support for undergraduate students</b></p> <ul style="list-style-type: none"> <li>• Assists with lab development.</li> <li>• Attends and assists with undergraduate labs and clinics.</li> </ul>
<p><b>Manage assigned labs and equipment</b></p> <ul style="list-style-type: none"> <li>• Maintains chemical and SDS inventory, equipment and consumables inventory.</li> <li>• Conducts workplace inspections.</li> <li>• Manages assigned equipment which includes repairs, calibration and loans.</li> <li>• Promotes and maintains safety standards.</li> </ul>
<p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• Maintains training levels.</li> <li>• General consulting, design, assembly, and rework.</li> </ul>

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### **Required Qualifications**

<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• A diploma in a relevant Engineering Technology field or equivalent</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 5+ years of direct experience required</li> </ul>
<p><b>Knowledge/Skills/Abilities</b></p> <ul style="list-style-type: none"> <li>• Strong aptitude for mechanical systems and materials is essential</li> </ul>

- Possesses knowledge and operational experience in most of the following areas: mechanical and metallographic testing, chemical labs, analog and digital test equipment, electro-mechanical systems, digital data acquisition, monitoring and control systems, equipment troubleshooting, maintenance, and calibration, product sourcing, safety standards and procedures, and personal computers

### **Nature and Scope**

- **Contacts:** Provides technical support for undergraduate students, faculty, and other technical staff. Must be able to effectively communicate with people at all levels of expertise.
- **Level of Responsibility:** Independently advises and instructs students. Manages equipment inventory. Authority to enforce lab safety.
- **Decision-Making Authority:** None.
- **Physical and Sensory Demands:** Much of the work is light and clean. Occasionally required to do heavy moving and lifting.
- **Working Environment:** Working conditions vary and range from working at a computer, to bench work, to work with large equipment. Working outside of normal hours might be occasionally required to deal with emergencies, maintenance, extended run experiments, upgrades, or student supervision.