

Laboratory Equipment Technician I

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
1193	Non-Exempt	Paraprofessional	PEU Local One	52	03/24/05	Classified	1 of 2

DEFINITION: To maintain, install, and repair electrical mechanical equipment in the appliance repair, refrigeration, small engine, automotive, welding, construction technology, and engineering materials laboratories; to serve as a technical assistant to students and faculty; and to maintain inventory and coordinate tool room operation.

DISTINGUISHING CHARACTERISTICS: The **Laboratory Equipment Technician I** is the entry- level class in the Laboratory Equipment Technician series and positions within this class are considered to be in a training status. Work at this level is distinguished from that of the Laboratory Technician II in that the duties are of a standard and prescribed nature and are less complex than those assigned to the Laboratory Equipment Technician II classification. As experience is acquired, the employee performs with increasing responsibility.

The **Laboratory Equipment Technician II** is the journey level class in the Laboratory Equipment Technician series. Positions in this class are flexibly- staffed and are normally filled by advancement from the lower class of Laboratory Equipment Technician I, or, when filled from the outside, require prior technical maintenance work experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualifications standards for the class.

Positions assigned to the **Laboratory Equipment Technician II** class may be distinguished from those allocated to the lower level of Laboratory Equipment Technician I by the higher level of applied knowledge and skill which is expected, and by the staff assistance to higher level supervisory levels which is required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- In collaboration with faculty, arrange and assist with laboratory assignments/teaching aids. Provide technical support when needed to students and faculty.
- Coordinate, maintain, inspect, test and repair equipment such as power shears, drill press, oxyacetylene manifold system, welding machines, engine lathes and regulating devices.
- Provide assistance to faculty in arranging appointments with customers for repair services as needed in appliance repair, automotive and welding programs.
- Maintain inventory control systems and order tools and supplies such as welding gas supplies, scrap plate, construction materials and machining metals; maintain records of supplies used.
- Maintain safety and general cleanliness in assigned areas including signage and assisting maintenance personnel.
- Monitor and control expenditures through the on-line computing system to ensure compliance within the established budget.
- Recruit, train, supervise and evaluate student employees.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Operation and maintenance of vocational equipment; Single and three phase power; AC/DC circuits and numerical control equipment; Proper use of hand tools used in the instruction areas named above; Safety precautions pertaining to the maintenance of electrical/mechanical equipment; Theory and techniques of electrical and mechanical equipment maintenance.

Ability To: Use, repair, and maintain such equipment as welding equipment, lathes, milling machines, drill presses, grinders, shapers, power shears, and sheet metal brakes; Use electrical test equipment; Maintain simple records; Follow oral and written instructions; Read and interpret electrical schematics; Establish and maintain cooperative work relationships with those contacted in the performance of required duties. Lift 50 lbs.



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Education/Training: Equivalent to completion of the twelfth grade, supplemented by college-level course work in a machine technology program.

Experience: One year of experience in the operation, repair, and maintenance of small engines or mechanical and power metal shop equipment.

Actions: Newly created classification adopted by the Governing Board on 07/85. Amended by Board 03/24/05.