

Class Code:.....0596
Position #: (PTAA).....
Developed by:.....
Reviewed by:.....
Approved by:.....
Date:.....4/05

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Lab Technician II
DIVISION: Academic Affairs (College of Engineering)
REPORTS TO: Chairmen of Chemical and Mechanical Engineering
GRADE: 11
SUPERVISES: Undergraduate student assistants

BASIC FUNCTION:

Set up and maintain equipment necessary during the conduct of undergraduate chemical and mechanical engineering laboratories. Maintain computer equipment and software for faculty, staff and students. Provide technical assistance in the laboratories as needed, and assist in supervising students in the laboratory. Interact with students, vendors, and equipment manufacturers. Maintain an inventory of stock supplies for computers, printers, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain all electronics equipment for the Chemical and Mechanical Engineering departments. This includes, as well, the major equipment items - SEM (CHE), X-ray diffraction and fluorescence (CHE), and Instron (ME) instruments.

Maintain and provide technical assistance in the use of microprocessor based devices and microcomputers used for formal teaching laboratories; and provide technical assistance for those devices used in graduate student and faculty research (CHE and ME).

Assist directly and indirectly in the formal laboratory courses including those making use of all Materials Science apparatus, SEM, X-ray unit, Instron unit, and those employing microprocessor devices and microcomputers. This activity includes direct student assistance in the correct operation of the equipment mentioned explicitly and implied here.

Serve as supervisor for maintaining Chemical Department's electronics, microprocessor and materials stock rooms.

Order supplies for Materials Science (M.S.) laboratory courses and maintain stock and inventory accounts (CHE and ME).

Order supplies for microprocessor-based and microcomputers laboratory courses and maintain corresponding stock and inventory accounts (CHE and ME).

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Supervise undergraduate student assistants in the operating and maintaining of above laboratory activities.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as requested.

LICENSES, TOOLS AND EQUIPMENT:

Microcomputers; various computer software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Associate's or Bachelor's degree in an engineering or science-related discipline; a minimum of two years of experience with computers and their operating systems, including their maintenance and in training others to use them; experience with a variety of computer software; experience with electrical circuits, electronics and instrumentation.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.