



**University of Texas at El Paso
Job Description**

Job Code: 5148
Job Title: Instrumentation Technician I
Department: Facilities Services
Reports To: In accordance with specific departmental policies
FLSA Status : Non-exempt
Prepared By : Human Resource Services
Creation / Revision Date: January 21, 2011

Summary: Under close supervision and with minimal latitude for the use of initiative and independent judgment, performs routine level work involving the construction, operation and maintenance of specialized equipment relating to a scientific or research activity.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Knowledgeable in safety requirements are adherence regarding BSL III, Clean Room, and other high-risk laboratories.

Assists in collaborating with research scientist, research engineers and faculty members, who may have overall supervision of research projects, in the design and functional application of research apparatus.

- o Assists in coordinating with Facilities Services Shops with equipment specification definition and/or installation requirements.
- o Ensures equipment installation is done as per specification and is in safe working condition.
- o Functions as a first point of contact for researchers and the service or maintenance of research equipment.

Maintains and repairs specialized research/building equipment including but not limited to:

- o Autoclaves
- o Incinerators
- o Air Compressors
- o Reverse Osmosis Equipment
- o Water Deionization Equipment
- o Air/Vacuum Dryers
- o Gas sensors (oxygen, argon, hydrogen, nitrogen, sulfur dioxide, helium, ammonia, others)

Must be available on an "On Call" basis. Remote access to systems for on-call requirements is allowed.

Overtime may be required.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: High School Diploma or GED

Minimum Experience required: Three years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience. Must have knowledge of construction and maintenance equipment or apparatus relating to the statement of duties and responsibilities. Ability to read blueprints and electric schematics. Knowledge of Computer Aided Design and Drafting (CADD). Occasional travel may be required.



Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to talk or hear. The employee is required to sit and use a computer for extended lengths of time. The employee must frequently lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. May be required to wear Personal Protective Equipment to include: Steel toe or Non-slippery shoes, eye protection, ear protection, back belt, and hardhat.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; high, precarious places; fumes or airborne particles and risk of electrical shock. The employee is frequently exposed to extreme heat and vibration. The employee is occasionally exposed to wet and humid conditions; toxic or caustic chemicals; outside weather conditions; extreme cold and risk of radiation. The noise level in the work environment is usually loud.