
Auburn University Job Description

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| Job Title: | Tech, Engineering | Level I | Grade 29 \$25,000 - \$41,700 |
| Job Code: | JB03 | Level II | Grade 30 \$28,000 - \$46,700 |
| FLSA status: | Non-exempt | Level III | Grade 31 \$31,300 - \$52,100 |
| | | Level IV | Grade 32 \$35,000 - \$58,400 |

Job Summary

Performs work associated with laboratory and/or research equipment installation, fabrication, maintenance, and/or repair.

Essential Functions

1. Installs, tests, repairs, and maintains equipment used in research and instruction.
2. Schedules testing and use of equipment.
3. Instructs and assists students and faculty in the proper use of research-related and/or instructional equipment and models while following safe operating procedures.
4. Oversees inventory and security of equipment and supplies for laboratory and/or fabrication shop.
5. Assists with the design of prototype equipment, instruments, devices, components, and systems.
6. Operates machinery and equipment associated with research and/or instruction.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

| Level | Responsibility | Knowledge | Education and Experience* |
|-------|---|--|---|
| I | Performs a variety of related and recurring assignments. | Knowledge of processes, methods and procedures associated with a limited range of engineering or scientific problems. | Associates degree in a technical or scientific field related to area of assignment. |
| II | Performs complex steps of an operation or project or completes important stages of a project. | Detailed knowledge of established processes, methods, and techniques, as well as uses a variety of standard reference guides, and precedents to obtain needed information and to select and adapt methods and procedures. | Associates degree in a technical or scientific field related to area of assignment plus 2 years of experience. |
| III | Plans and coordinates operations of a project. | Knowledge of several specific engineering or scientific principles, and skill in using specialized techniques and equipment and selects appropriate guidelines to resolve operational problems not fully covered by precedents | Associates degree in a technical or scientific field related to area of assignment plus 4 years of experience. Experience must include at least 2 years at the preceding level or equivalent. |
| IV | Organizes and executes multiple steps to develop and/or enhance new methods, approaches, and procedures essential to the completion of important aspects of projects or activities. | Knowledge of many specific engineering or scientific principles and skill in using complex techniques and equipment to demonstrate the ability to interpret, select, adapt, and supply many guidelines, precedents, and engineering principles and practices which relate to the area of specialization. | Associates degree in a technical or scientific field related to area of assignment plus 6 years of experience. Experience must include at least 2 years at the preceding level or equivalent. |

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Associates degree in a technical or scientific field related to area of assignment.
- Level II** Associates degree in a technical or scientific field related to area of assignment plus 2 years of experience.
- Level III** Associates degree in a technical or scientific field related to area of assignment plus 4 years of experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level IV** Associates degree in a technical or scientific field related to area of assignment plus 6 years of experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Coursework in Engineering related field

Focus of Experience

Experience in the practices of assisting in engineering design and manufacturing

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Certification or Licensure Requirements:

May require position specific certifications such as field testing technician certification and concrete technician certification.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/5/2012
