



Classified Employee Position Description

SECTION 1. POSITION INFORMATION

a. Class No./Title: 3162 - Instrument Technician 3-Mech	b. Competency Level:
c. Effective Date 11/1/2013	d. Position No: H99999
e. Working Title: Lab Technician	f. Work Unit: MMET
g. Agency No.: 58018	h. Agency Name: Oregon Tech
i. Employee:	Supervisor: Jeffrey Hayen
j. Work Location: Klamath Falls	
k. Position : Full Time Permanent Regular Hours	
l. FLSA: Non-Exempt	Eligible for Overtime: Yes

SECTION 2. PROGRAMMING INFORMATION

a. Describe the program in which this job exists. Include program purpose, who is affected and scope. Include relationship to institutional mission.

This program is within the Oregon State System of Higher Education, Klamath Falls Campus of Oregon Institute of Technology (OIT), under supervision of the School of Engineering and Technology, Department of Manufacturing & Mechanical Engineering and Technology (MMET). This program recruits, develops, supports, and educates those who have the aptitude and ability to complete a rigorous four year education in courses leading to a baccalaureate degree in Manufacturing Engineering Technology, Mechanical Engineering Technology and Mechanical Engineering.

b. Describe the purpose of this position and how it functions within this program by completing this statement:

This purpose of this position is to provide repair, maintenance, fabrication and some CAD/CAM design support for the MMET labs, faculty and students. The job will involve working both independently as a lab manager on general improvements, tooling/supplies and machine upkeep as well as collaboratively with faculty and students on projects and laboratory needs. This includes the operation and programming of CNC machines, consulting and following up on technical problems, calibrating equipment and purchasing supplies and replacement parts.

The technician provides professional safety instruction and guidance to students and must be able to appropriately handle pressurized vessels containing pressurized industrial gases.

SECTION 3. DUTIES

a. Major Duties

Maintenance (30%)

Perform preventive maintenance, cleaning, lube and repairs including the replacement of parts and/or determine when

outside vendor is needed for:

- * robots and automation equipment
- * CNC and manual machining equipment
- * materials testing equipment
- * fluid power laboratory equipment

Development (10%)

Develop and follow professional and safe practices for troubleshooting, diagnosing and repairing electro-mechanical systems, machines and devices.

Inspection (10%)

Insure that lab equipment is operable and prepared for laboratories by performing preventative maintenance and repairs.

Assistance (25%)

Assist students and faculty by providing expertise on machines and products used in shop projects and lab instruction, including CAD, CAM and CNC applications

Security (5%)

Responsible for laboratory security and safety by ensuring guards are installed and in place and that lock out/tag out procedures are followed.

Design (5%)

Designs, draws and fabricates items of equipment, and test specimens as needed

Design (5%)

Designs and fabricates items out of metal and wood for work space improvements.

b. Marginal Duties

Supervision (2%)

Supervise student workers by assigning and evaluating their work.

Inventory Control (2%)

Control inventory of tools by maintaining check in/out of tools

Equipment Inventory (2%)

Maintain an inventory of machinery, equipment and instruments belonging to department.

Budget (2%)

Administer maintenance and tooling budget by tracking and making suggestions on expenditures

Vendor Maintenance (2%)

Maintains vendor files, obtains quotes and submits requisitions for supplies; receives, stores and disburses supplies as necessary.

SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that is a regular part of the job. Include frequency of exposure to these conditions.

Requires good physical condition and dexterity to perform daily duties.

Works with electricity and performs basic electrical troubleshooting and repair tasks.

Lifts and moves heavy objects up to 50 pounds (weekly)

Uses, troubleshoots, and repairs rotating metal-working machinery (weekly)

Uses electrical arc welder (weekly)

Exposure to loud noises during machining and other laboratory conditions (weekly)

Contact with cutting oils, lubrication oils, paints, and other chemicals (weekly)

Must be familiar with asbestos issues.

SECTION 5. GUIDELINES

a. List any established guidelines used to perform the job, such as state and federal laws or regulations, policies, manuals or desk procedures.

Knowledge of product and maintenance manuals for equipment. Awareness of OIT purchasing guidelines, Safety Regulations and OSHA Guidelines. Experience with machine shop practices and operation of all shop machinery. Knowledge and consciousness of high quality and technical accuracy of work performed.

b. How are these guidelines used to perform the job?

Helps to maintain equipment in good running conditions. Ensures proper safety procedures are followed.

SECTION 6. WORK CONTACTS

With whom outside of co-workers in this work unit must this position regularly come into contact?

Who Contacted	How	Purpose	How Often
Faculty	In person, phone and email	Work assignments, special requests informational	Daily
Students	In person, phone and email	Assistance, special requests, project needs	Daily
Staff	In person, by phone and email	Purchasing, receivables, miscellaneous	Daily, weekly
Vendors	By phone, email or in person	Acquire maintenance, repair equipment and parts	As needed

SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate the affect of these decisions where possible.

Motivation and diligence in planning and performing daily jobs (both assigned and un-assigned).

Able to determine and prioritize work with some general guidance and independent thinking.

Plans, prioritizes and accomplishes safety checks, repairs and preventative maintenance of Machine Lab, Welding Lab, HVAC Lab, Hydraulic and Pneumatic Lab, Senior Projects Lab, Instrumentation Lab, Heat Transfer Lab, Wind-tunnel, Metrology Lab, and Electrical Lab.

Make appropriate contacts with and work requests of Facilities Services based on nature of service needs and applicable code and regulation.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

The MMET Department Chair reviews the work of this position on an annual basis to evaluate job performance. Weekly meetings are held between the employee and direct supervisor to discuss departmental needs, problems encountered in performing duties, as well as individual performance on the job.

SECTION 9. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to the understanding of this position:

The working environment for this position is both academic and industrial. The person in this position must be patient, self-motivated and enjoy working with and instructing students with some, little or no background in industry. The instructions and guidance given can be very specific or as simple as an idea that needs to be developed, prototyped and tested as necessary.