



## Electronic Instrumentation Technician

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**Department:** Science Division  
**FLSA Status:** Exempt

**Job Status:** 1.0 FTE  
**Reports To:** Dean of Sciences / Physics  
Department Chair

**Grade/Level:** N/A  
**Work Schedule:** 8:30 a.m.-5:00 p.m.; M-F;  
occasional work outside scheduled days/hours; 12  
month position.

**Amount of Travel Required:** None  
**Positions Supervised:**

### **POSITION SUMMARY:**

Maintains and repairs science instrumentation and equipment. Coordinates physics labs and demonstrations. Performs essential functions personally or in conjunction with designated personnel or outside vendors/experts.

### **ESSENTIAL FUNCTIONS:**

#### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Essential Functions Statement(s)** To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

- Repairs and/or coordinates repair of instrumentation and equipment (both Mechanical and Electronic).
- Performs and/or coordinates preventive maintenance (PM) on building and lab equipment and instruments.
- Sets up labs and performs lab demonstrations.
- Manages electronics, mechanicals and laboratory stockroom.
- Coordinates building safety processes.

#### **Other Job Function Statement(s)**

- Performs ad hoc fabrication to support science labs, student projects, staff research.
- Works with equipment suppliers to order parts and supplies for repairs.
- Coordinates gas cylinder replacement throughout the building.
- Works with physical plant during power or emergency events.
- Maintains Reverse Osmosis (RO) Systems.
- Maintain Austin College Weather Station instrumentation and site.
- Coordinate and implement safety compliant electronic, chemical, aerosol and gas waste disposal.

**POSITION QUALIFICATIONS:** (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

**KNOWLEDGE** (Defines the mental aspects of the job. Knowledge is obtained through education, experience, training, licensure, certification, or through a combination of the aforementioned.)

Five years of related experience and an associate's (A.A.S.) degree in electronics, military advanced electronics school or the equivalent required; B.S. degree and machine shop skills desirable.

**LICENSE or CERTIFICATION** (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.)

Laser control license and certification.

**SKILLS** (The application of knowledge by the manual, verbal, or mental manipulation of data, words, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, the incumbent must demonstrate some level of mastery of the following:

- Electronics and Instrumentation troubleshooting, diagnosis, and repair skills.
- Basic Machine shop fabrication skills.
- Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to create efficient and accurate: documents, tables, charts, records, files, reports, or communiqués;
- Effective communication using a variety of styles and techniques appropriate to the audience.

**ABILITIES** (Natural talents, developed proficiencies, and or other job-related requirements. This section includes observable behaviors or behaviors that produce observable results necessary to perform the essential functions of the job.)

To fully meet job expectations, the incumbent must have the ability to:

- read and understand electronic schematics and apply information appropriately;
- work and communicate appropriately with various college and outside constituencies;
- use cognitive skills to: solve problems, develop, plan and implement goals, organize work or assigned projects;
- pay attention to details;
- maintain regular and consistent attendance
- accept change and considerable variety in the workplace;
- read, analyze, and interpret common scientific and technical journals;
- apply mathematical concepts to include fractions, percentages, ratios, proportions to practical; statistics;
- define problems, collect data, establish facts, and draw valid conclusions;
- interpret an extensive variety of technical instructions;
- work under pressure while maintaining a professional demeanor;
- model high standards of honesty, integrity, trust, and ethical behavior.

**BEHAVIORS** (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) for additional performance evaluation purposes.)

To fully meet job expectations, the incumbent must demonstrate the following:

- Teamwork - Willingness and ability to work with others.
- Service Orientation - Exhibits a 'customer friendly' demeanor with internal and external customers.

- Independence of Action/Initiative – Exercises good judgment in problem solving and decision making.
- Resourcefulness/Creativity – Presents a variety of options to fulfill job responsibilities and meet workplace objectives.
- Communication Skills – Presents ideas effectively. Conveys thoughts clearly and concisely. Listens well and asks appropriate questions.

**PHYSICAL REQUIREMENTS:** The following represent the physical requirements of the essential job functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 60 pounds) associated with the job duties is required.

**WORK ENVIRONMENT:**

Position will generally work indoors in different settings. Position might handle hazardous materials including, but not limited to, flammables, acids, caustic, carcinogens, pesticides, teratogens, explosives, gases, etc. Works with machine shop tools, lasers, small and large voltages and currents.

**Disclaimer:** The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Signature: \_\_\_\_\_ Date: \_\_\_\_\_