

TITLE: <u>Instrument Maker</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA532</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>9</u>	EEO CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

POSITION PURPOSE

Fabricate, maintain and repair a variety of equipment and machines used in University test facilities. Utilize specialized knowledge and skills in order to machine, maintain and modify a variety of equipment.

ESSENTIAL JOB FUNCTIONS

- Fabricate equipment and fixtures used in research tests and experiments. Obtain information from researchers to determine equipment needs and specifications; modify and existing equipment to meet new requirements; ensure equipment meets testing standards and demands. Unique testing situations necessitate the use of equipment knowledge to make adaptations to meet specifications.
- Repair lab equipment and machines used for research experiments and tests. Ensure equipment is in proper working order; disassemble equipment to perform minor repairs; calibrate and realign machines; utilize precision measuring devices to insure equipment will perform properly; repair broken parts.
- Clean and maintain test equipment and machines. Modify equipment to meet test requirements; remove jams from machines and equipment; maintain equipment to safety standards; perform preventative maintenance including routine adjustments and lubrication; recalibrate machinery as needed. Move equipment and machines.
- Follow researcher's specifications in working with test equipment and machines. Meet established deadlines for testing; assist in design and set-up of testing situations; work with a variety of equipment requiring an understanding of use, maintenance and possible modification; utilize special techniques to ensure personal and lab safety. Price parts, tools and equipment needed to fabricate and/or repair laboratory equipment and machines.
- Assist others with equipment use and performance of research tests. Instruct students and researchers on safe use of machines and equipment; operate equipment during tests; work with researchers to design and plan experimental tests; participate in test set-ups. Ensure supplies and equipment needed are available and meet requirements. Transport and place heavy equipment as necessary.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level utilizes specialized knowledge and mastery of shop equipment and machinery in order to provide fabrication and repair services in support of research and testing. Position duties necessitate experience using a variety of hand tools to modify and machine equipment. Incumbents must search for solutions or new applications within an area of learned skills and are allowed to set their own priorities, subject to supervisory approval and review. Incumbents must exercise keen attention to detail. Work activities necessitate incumbents to use light physical effort consistent with frequent use of relatively light objects, materials and tools. Position duties expose incumbents to hazards that are fairly predictable and controllable or can be protected against. This classification is typically found in academic support units and reports to and receives work direction from a management level position.

MINIMUM QUALIFICATIONS

- High school graduate or an equivalent combination of education and/or experience.
- Ability to make a variety of mathematical computations.
- Keen attention to detail.
- Considerable machining experience.
- Some welding experience.
- Prior design and layout experience preferred.
- Typically, incumbents have held Instrument Technician positions.