



<b>Job Title</b>	Machine Technician I, II	<b>Job Code</b>	FS0928, FS0929
<b>Pay Plan</b>	USPS	<b>Pay Grade</b>	16, 17
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Non-Exempt
<b>Job Family</b>	Facilities	<b>Union Code</b>	0
		<b>Subfamily</b>	Skilled Trades

**Job Family & Subfamily Summary**

**Facilities Professionals** plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

**Skilled Trades Professionals** perform a variety of duties/repairs requiring specific skills, abilities and appropriate licensing. Includes carpentry work, painting, equipment repair, electrical, plumbing, and HVAC repair.

**Job Summary**

Designs, builds, and tests research equipment for teaching purposes. Provides services and assistance to the users of the Machine Shop. Maintains and repairs the machines.

**Representative Duties**

**1. Machine Shop Operations**

- Instructs, trains, and certifies students and researchers in equipment use
- Works with the students to develop proper, realistic and efficient machining process for parts used in their classes
- Maintains and repairs machinery in the machine shop
- Provides technical support to faculty, staff, and students on machine designs, work assignments, and professional development
- Designs and fabricates specialized precision components and state of the art equipment for research instruments/machine shop

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
See Level Addendum Below		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

## Level Addendum

*Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.*

### Level 1 – Machine Technician I (Pay Grade 16)

- Completion of an Approved Machinist Apprenticeship Program, OR a High School Diploma or Equivalent and 2+ years of relevant experience
- Instructs students on the basic operation of machines
- Responsible for the machinery maintenance and overall operations of the machine shop

### Level 2 – Machine Technician II (Pay Grade 17)

- Completion of an Approved Machinist Apprenticeship Program and 2+ of relevant experience, or a High School Diploma or Equivalent and 4+ years of relevant experience
- Operates and understands all current and planned machining equipment
- Trains/certifies individuals to use machining equipment
- Responsible for maintaining, installing, calibrating, and servicing all laboratory facilities, equipment, and supplies for the machine shop

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**