

The University of Texas at San Antonio

Job Description

Job Title: Technical Staff Associate III
Code: 14315
Salary Grade: 61
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To perform highly skilled and technical supervisory work involving the construction, operation, and maintenance of specialized equipment.
- Scope: Responsible for supervising skilled and semi-skilled workers and personally participating in technical work of a highly specialized nature.

Duties

- Typical:
 1. Provides technical and skilled advice and direction in the research, development, construction, operation, maintenance and/or service of specialized craft equipment to include fabricating and repairing equipment.
 2. Provides supervision, instruction, and orientation to faculty and students on the safety and use of equipment.
 3. Procures and maintains all lab/classroom, foundry, and consumable supply inventory; and monitors extended lab hours.
 4. Develops modifications for improvement of existing equipment and/or establishes new methods for improvement of procedures of machinery and equipment.
 5. Plans and coordinates the work of the staff.
 6. Performs other duties as assigned.
- Periodic:
 1. Participates in technical conferences and project planning.
 2. Acts as a consultant on specific highly technical or complex projects.

Education

Required	Preferred
High School graduation or GED.	Associates degree in a related field.

Other Requirements

Required	Preferred
Knowledge of cost controls of materials and time.	N/A
Criminal Background Check (CBC)	

Experience

Required	Preferred
Four years of experience in the construction and maintenance of equipment or apparatus of the type related to the position.	Five or more years of experience in the construction and maintenance of equipment or apparatus of the type related to the position.

Equipment

Required	Preferred
Dependent upon position, tools associated with woodworking (bench, power tools, saws, drill presses, and lathes); welding (oxygen/acetylene systems, welders, blasters, and furnaces); or ceramics (all types of kilns and associated equipment) will be used.	N/A

Working Conditions

Usual	Special
Dependent upon position conditions working conditions vary to include: high heat and dust (ceramics); poisonous fumes, hot materials, intense light, and confined spaces (welding); noise, sawdust, and vapors associated with finishing/stripping chemicals (woodworking), in addition to long periods of standing and stooping. Work can be both indoors (classroom or lab) or within a craft shop.	Possible hazards exist with use of various woodworking, welding, and foundry type equipment.

Supervision

Received	Given
General supervision received on overall effectiveness.	Close supervision of skilled and semi-skilled workers.

Accuracy

Proficiency in all phases of duties performed.
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Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.