

# The University of Texas at San Antonio

## Job Description

---

Job Title: Engineering Technician III  
Code: 14331  
Salary Grade: 56  
FLSA Status: Non Exempt  
Department/Division: College of Engineering  
Reports To: Associate Dean of Engineering

---

## Summary

- **Function:** To provide advanced technical skills in connection with the design, construction, operation, maintenance and repair of scientific, computer and mechanical equipment.
- **Scope:** Responsible for organizing, directing and assigning specific projects.

## Duties

- **Typical:**
  1. Diagnoses, repairs and maintains equipment.
  2. Calibrates equipment.
  3. Assists with computer hardware installation and network maintenance.
  4. Maintains records for repairs, maintenance and calibrations to equipment.
  5. Maintains inventory of equipment and supplies.
  6. Assists with training students in fabrication processes and lab safety issues.
  7. Performs other duties as assigned.
- **Periodic:**
  1. Assists in upgrading equipment.
  2. Offers suggestions for lab safety problems.

## Education

Required	Preferred
High school diploma or GED.	Associate's degree in electronics.

## Other Requirements

Required	Preferred
Criminal Background Check (CBC).	Microsoft Certification.

### *Experience*

<b>Required</b>	<b>Preferred</b>
Five years of experience in industrial or developmental engineering, including mechanical or electrical fabrication.	Seven years of similar experience.

### *Equipment*

<b>Required</b>	<b>Preferred</b>
Electronic test equipment, calibrators, lab equipment, personal computer, and tools specific to the repair and maintenance of scientific equipment.	N/A

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Usual electronic or engineering laboratory environment.	Hazards related to the equipment used, including, but not limited to, electrical currents, intense noise, hazardous materials, restricted movement and poor ventilation.

### *Supervision*

<b>Received</b>	<b>Given</b>
General supervision from administrator.	May oversee students.

### *Accuracy*

Extreme precautions in maintaining a safe work environment. Proficiency in all phases of the duties performed.
--

### *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.
---

### *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.
---