

The University of Texas at San Antonio

Job Description

Job Title: Instrument Mechanic
Code: 15360
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: Machine Shop/College of Engineering
Reports To: Director of Machine Shop

Summary

- Function: Fabricate and/or modify devices and equipment for student design projects and faculty research projects. Assist students with the fabrication of their design projects. Provide training for students to use machine shop equipment. Responsible for repairs of laboratory equipment, and purchases of tools, equipment, and materials.
- Scope: Responsible for the safe and efficient operation of the Machine Shop facilities, working closely with students and faculty.

Duties

- Typical:
 1. Train student on proper safety and use of the machine shop tools.
 2. Oversees and assists students with the design and fabrication of projects.
 3. Fabricate devices and equipment for faculty research projects.
 4. Perform repairs for laboratory equipment.
 5. Maintain machine shop tools and plan the growth of machine shop capabilities.
 6. Maintains inventory of shop tools, materials and equipment.
 7. Purchase of tools, equipment and materials.
 8. Maintain records of work performed and equipment maintenance.
- Periodic:
 1. Assists with open houses and lab tours.

Education

Required	Preferred
High school graduation or GED.	Technical courses in machine systems or repair.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Three years of experience in machine shop fabrication.	Five years' experience in machine shop fabrication

Equipment

Required	Possible
Typical tools, instruments and machinery used in a machine shop/fabricating environment, such as mill, lathe, drill, press, brake, saw, grinder, torch, cutter, TIG. CNC programming and operation for mill and lathe. Mastercam or similar software.	SolidWorks software.
Personal Computer	

Working Conditions

Usual	Special
Normal machine shop conditions and the hazards associated with the equipment and environment.	N/A

Supervision

Received	Given
General supervision from project director.	Direct supervision of assigned staff.

Accuracy

Extreme accuracy in maintaining safe working conditions.
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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.