

MORGAN STATE UNIVERSITY

JOB SPECIFICATION



ENGINEERING TECHNICIAN I

Class Code: N1024
Pay Range: 07

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under direct supervision, performs repetitive technical tasks characterized by application of knowledge of detailed procedures which are established and repetitive or which are specified by the supervisor at the time of initial performance, and which require applying simple skill and some subject matter knowledge related to the basic methods, techniques, and procedures of engineering. This job is typically found in an academic support or research environment.

PRIMARY DUTIES

1. Observes instruments and equipment to detect apparent malfunctions.
2. Assists in data collection and records the information according to established procedures. Assists in writing calibration procedures.
3. Assists in assembling, installing, and repairing electromechanical instruments and equipment by performing manual tasks following specific directions.
4. Tests and repairs simple testing instruments such as VOM meter, PH meter, water flow meter, calipers to insure operational readiness of the equipment.
5. Performs specified mathematical computations using standard tables and formulae. Plots data or results and draws charts and graphs.
6. Operates a variety of hand and power tools or mechanical equipment specific to the requirements of the job.

**Morgan State University
Engineering Technician I
Page Two**

Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Two years in non-professional technical work in engineering or an allied area.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of applied arithmetic, geometry, and trigonometry. Ability to compute simple engineering data; to follow oral and written instructions; to operate basic equipment according to standard safety practices; to use personal computers; to work in, on, around, over and under fixed equipment and machinery; to manipulate heavy equipment, tools, and supplies and/or exert force up to 50 lbs.; to concurrently manipulate multiple controls on equipment and machinery; to work in hazardous or irritating environments, confined spaces, and adverse weather or temperature conditions; to wear and work in personal protective equipment.

OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Valid Maryland Non-commercial Class C or equivalent driver's license may be required.