



## SEIU CLASS SPECIFICATIONS

**CLASSIFICATION** Technician

**GRADE** 3

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Meets requirements for previous level(s), plus these additional specifications:

### FUNCTION

- under minimal supervision, plan, design and execute assignments, including laboratory experiments/material to complement classroom activities, research projects, etc., as well as oversee the work of one or more SEIU employees doing similar work
- the utmost accuracy, discretion, initiative and judgment are required
- this position is characterized by having the freedom to organize work and make decisions

### LEVEL OF FORMAL EDUCATION

- specialization and/or certification as required to the position, e.g., A+; laboratory diploma
- advance practical experience with a wide range of technical equipment as required for the position

### EXPERIENCE

- more than 5 years of directly related experience

### SKILLS AND ABILITIES

- solid understanding of the concepts, standards and best practices for laboratory and computerized electronics, and networking/telecom concepts
- ability to work independently and prioritize own work as well as the work of others
- technical expertise and troubleshooting ability with complex computer, laboratory, and other technical and mechanical equipment required for the position
- ability to provide leadership and motivation to team members

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- design, build, repair and operate complex equipment s for other grades, but requiring exceptional skill, judgment or responsibility
- instruct SEIU technicians and other skilled specialists and inspect finished work
- source suppliers of specialized technical equipment and materials; evaluate and make recommendations concerning purchase of new products ;and prepare quotes for University community
- allocate and maintain equipment and make recommendations concerning repair or replacement of equipment; diagnose and provide corrective maintenance to complex equipment
- provide consultation to faculty members, graduate students and other technicians in the planning, layout, construction and installation of complex research and/or instructional equipment; may direct and instruct in the sue of specialized instruments and test equipment, and act as technical consultant on project work
- assist and advise in the planning of the technical growth of the department
- perform other duties as required

### **INITIATIVE AND INDEPENDENCE OF ACTION**

- under minimal supervision, is responsible for the administration of a unit including anticipating, planning and resolving problems within their area of specialization
- unusual problems referred to manager

### **IMPACT OF ERRORS**

- errors may not be detected in the work unit in which they occur; may cause serious embarrassment in public or employee relations or monetary loss
- may delay current and/or future operations

### **WORKING WITH OTHERS**

- may serve on internal and/or external committees and serve as a resource to departments across campus
- may be required to coordinate work of others in closely related work
- act as liaison for the unit with senior administrators of the University and external contacts, which require appropriate tact and courtesy to discuss problems, submit reports, and make recommendations