



Fabrication Technician

Job Code: 8812

Salary Grade: S08

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for technical project management, equipment oversight, student mentorship, and cross-departmental advising to support high-impact engineering and innovation. The role also supports students and researchers through the invention disclosure process in collaboration with relevant institutional partners.

- Lead and manage technical projects involving researchers, inventors, and student teams.
- Serve as a primary point of contact between project stakeholders and technical resources
- Oversee daily operations and long-term planning of the fabrication lab and associated facilities.
- Maintain functionality, safety, and compliance of lab operations and specialized equipment.
- Implement and enforce safety protocols, training, and maintenance schedules.
- Provide hands-on technical support, design reviews, and educational resources to promote learning and innovation including guiding students through complex engineering, prototyping, and manufacturing processes
- Advise faculty and staff across departments on selection, installation, and operational use of technical equipment.
- Collaborate with interdisciplinary teams to align equipment and processes with research and educational goals.
- Provide technical input and context to help identify and protect intellectual property.
- Maintain a clean and organized work environment following safety and housekeeping standards
- Inspect finished products to ensure conformance to design specifications and quality standards
- Maintain accurate records of materials used, time spent, and completed tasks.
- Assist in the maintenance and calibration of fabrication tools and equipment.
- Performs other duties as assigned

Minimum Qualifications

Education:

- High school diploma or GED

Experience:

- 4 years of experience in a fabrication, prototyping, machining, technical lab environment or related field

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Demonstrated project management experience with complex, interdisciplinary technical projects.
- Strong understanding of prototyping tools, equipment, and fabrication techniques.
- Knowledge of lab safety protocols and equipment maintenance procedures.
- Excellent communication and interpersonal skills.
- Strong organizational and leadership abilities.
- Proactive problem-solving mindset with technical versatility.
- Ability to balance multiple priorities and projects simultaneously.
- Experience with standard fabrication tools and techniques.
- Basic knowledge of welding and metal finishing processes.
- Strong math, measurement, and problem-solving skills.

Working Conditions

- Occasional evening or weekend hours for project deadlines or lab emergencies.
- Requires the use of Personal Protective Equipment (PPE) and adherence to safety procedures.
- Exposure to noise, fumes, sharp tools, and heavy machinery.
- Requires standing, bending, lifting (up to 50 lbs), and repetitive motion for extended periods.
- Use of hand tools, power tools, welding equipment, CNC machines, and other fabrication tools



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

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