Technical/Paraprofessional Staff II (0758)

**Basic Purpose/Job Function:** Performs technical work related to the construction, maintenance, repair and operation of electronic equipment and instruments.

**Examples of Titles Replaced:** Electronics Technician I; Electronics Technician II; Engineering Assistant I; Engineering Assistant II; Senior Electronics Technician; Supervisor, Instrument Shop; Fire Marshal; Instrument Maker; Instrumental Research and Design Technician; Scientific Glassblower; Supervisor, Physical Plant Drafting

**Typical Functions May Include:**

1. Constructing, maintaining, repairing and making adjustments to electronic equipment and instruments
2. Contacting outside vendors to locate needed materials
3. Advising on use, limitations, design and construction of instruments and equipment
4. Consulting and coordinating with appropriate units and departments to formulate short-range space requirements for proposed alteration projects
5. Designing and fabricating tools and instruments for advanced research or specialized training
6. Operating electronic equipment as needed during repair and construction
7. Evaluating various types of equipment by performing quality control tests
8. Modifying existing equipment to meet specialized needs
9. Conducting on-site test surveys of existing electrical or mechanical systems using appropriate metering equipment to identify system load and capability
10. Sketching preliminary electrical or mechanical system design and briefing others regarding completion
11. Designing electrical or mechanical systems for buildings utilizing system load and capability factors, department need specifications, codified legal standards and standardized University equipment types and specifications
12. Preparing substantiating reports such as feasibility statements, preliminary cost estimates, design cost estimates and modification cost estimates
13. Reviewing contractors’ mechanical and electrical equipment submittals and shop drawings for errors and omissions
14. Presenting and explaining drawings, diagrams, reports, etc., as requested
15. Updating manual and/or computerized building specifications
16. Performing routine inspections of renovation and new construction sites and gathering information and recommends on electrical or mechanical system concerns as appropriate
17. May supervise other employees in the completion of similar tasks
18. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.
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Supervision of Others: Serves as leader of overall work unit for all assigned shifts, providing technical direction, is responsible for the training of new personnel, and may directly oversees the work of all individuals in work unit.

Supervision Received: Receives limited supervision.

Minimum Qualifications:
- **Education:** Associate's Degree
  - Type: Computer Science, MIS, Engineering, Architecture or related field
- **Experience:** 30 or more months
  - Type: Engineering/Electronics/Machinist

Skills: Composes correspondence; performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages; may train employees on the use of specialized equipment.

Special Requirements: May perform shift work.; may require driving, valid Oklahoma driver’s license, certification in specified field or some overnight travel; may have constant exposure to loud noises; may be required to stoop, bend, carry, and/or lift up to 50 pounds; may have vision requirements for color-coded wires, lines, and other electrical equipment; may be required to climb ladders, crawl into attics or under buildings while pushing/pulling equipment; may be exposed to extreme temperature changes; may run errands or deliver equipment to various offices on/off campus.

- **Licenses:** Determined by the nature of the position and/or department.
- **Certifications:** Determined by the nature of the position and/or department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.