



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

N/A

BARGAINING UNIT:

ACE

Laboratory Machinist

SERIES PURPOSE: The purpose of the Laboratory Machinist occupation is to independently design, develop, build, and modify testing equipment using software packages and other applications.

CLASS CONCEPT: The class works under general direction and requires considerable knowledge of the repair and maintenance of laboratory and field testing equipment in order to independently design, develop, build, and modify testing equipment using software packages and other applications; serves as team leader, providing work direction and training to assigned staff on a project basis. Incumbents perform the full range of lab machine operations.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Independently designs, develops, builds, and modifies testing equipment using software packages and other applications and serves as team leader, providing work direction and training to assigned staff on a project basis.

Receives work requests; evaluates, prioritizes, and assigns as appropriate. Consults with requesters and/or resource persons to determine proper approach to projects involving complex systems. Establishes and maintains record systems for monitoring work progress and materials/parts inventory/ordering.

Operates specialized laboratory equipment. Supports faculty, staff, and students by operating laboratory equipment to ensure equipment operation is within prescribed guidelines for safe and proper usage.

Coordinates maintenance programs for laboratories; works with faculty, staff, and students to ensure familiarity with laboratory maintenance needs; oversees safety equipment; provides safety training for students using machine shop and laboratory equipment.

Implements and participates in development of policies pertaining to the machine shop, laboratory safety, laboratory equipment operation and maintenance, and other related policies.

Assists in planning for future equipment and program needs, both related to the development of labs for new and ongoing programs.

Effective 11/05/2024

Designs/fabricates parts and machines to support various projects using available materials. Services and repairs machine shop and laboratory equipment as needed. Provides technical support with student projects and competitions.

Assists with the setup of events.

Trains, assists, and assigns work to assigned staff and student employees.

Coordinates moves involving personnel. Assists in selection of furniture and equipment and coordinates its placement and installation. Serves as a liaison in meetings/interactions with University personnel as warranted.

Locates and orders materials, parts, and machines to carry out above functions. Develops and prioritizes equipment and budget requests.

Prepares annual activity and inventory reports. Attends training courses to remain up to date on latest technologies.

OTHER FUNCTIONS AND RESPONSIBILITIES: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: budgeting; employee training and development*; laboratory machine shop procedures and equipment operations; blueprint reading; state and federal regulations, policies and procedures*; basic mathematic principles.

Skill in: use of personal computer; machine shop equipment operation; hand and power tool operation.

Ability to: define problems, collect data, establish facts, and draw valid conclusions; maintain accurate records; interpret variety of technical material in books, manuals, or journals; handle sensitive inquiries from and contacts with officials and general public.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: High School Diploma or GED: one year of experience in design development of equipment for testing purposes and two years of experience in machine shop procedures and equipment operation or a laboratory machine shop. Experience in hand and power tool operation, blueprint reading, and arc welding.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform very heavy work.

VERY HEAVY: work involves exerting 100 pounds of force occasionally, or 50 pounds of force constantly to move objects.

UNUSUAL WORKING CONDITIONS: May be exposed to dirt, dust, fumes, noise, and dangerous machinery.