



## ANNOUNCEMENT OF POSITION VACANCY **Machinist/Laboratory Technician**

**SUMMARY:** Reporting to the Engineering Department Head, the Machinist/Laboratory Technician is responsible for overseeing students using the machine lab and for managing the Engineering Program laboratories as described below.

**Essential Duties and Responsibilities** include the following:

Machining Lab Responsibilities (70% of time):

- The Machinist/Laboratory Technician's primary responsibility is to oversee students' work and maintain a teaching environment while guiding students in proper machine protocol and assisting with their course projects, accomplished by being skilled in the following areas:
  - The setup and operation of manual and CNC machines
  - Development of shop safety procedures and implement training for students
  - Oversee students' work and assisting with their projects
  - Maintenance of shop equipment
  - Knowledge of SolidWorks or Autodesk Inventor
  - Knowledge of FeatureCAM
  - Set up project queues and perform cost analyses
  - Procurement and maintenance of inspection equipment

General Laboratory Technician duties (30% of time):

- Coordinate, procure and manage laboratory and stockroom. Duties include:
  - Safe stocking of tools, equipment, and supplies inventory, ordering supplies, setting up and tearing down laboratories, experiments, student projects, and managing hazardous waste.
  - Preparation for setup and takedown of full-scale surveying and heavy civil equipment, implement university risk management requirements such as driver testing, waivers and releases, monitor equipment usage, policies, inspections and maintenance.
  - Work with students to implement project processes in field exercises.
  - Work in collaboration with programs and campus wide risk management to ensure compliance with laws and regulations governing hazardous materials, safe working practices, regulations, and reporting requirements.
  - Maintenance and routine repair of instrumentation, tools, equipment and supplies used in active teaching laboratories and projects.
  - Provide safety supervision for multiple sections of engineering program labs; supervise and ensure safe working practices.
  - Supervise work study students as assigned.
  - Other related duties may be assigned.

### **EDUCATION, EXPERIENCE, SKILLS and/or ABILITIES:**

#### **Required:**

- Bachelor's degree with four years' relevant experience **OR** Associate's degree in a technical or related field and six years' relevant work experience and with specialized certifications in machining and/or quality assurance. Degrees must be from an accredited institution.
- Ability to apply and utilize computer technology in carrying out the duties and responsibilities of this position.
- Familiarity with the safe operation and maintenance of machine shop equipment.
- Ability to effectively present information and respond to questions from students and faculty.
- Strategic and analytical reasoning skills are necessary. Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret a variety of instructions furnished in mathematical or diagram form and deal with several abstract and concrete variables.

**Safety Responsibilities:**

Safety and supervising safe working practices of students are primary responsibilities of this position. Incumbent must have the ability to write, review, assess and apply safety plans for the respective workplaces.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, climb stairs or scaffold, and use hands to finger, handle or feel objects. The employee must occasionally lift and/or move up to 50 lbs., perform work both overhead and at floor level. Specific vision and hearing abilities required by this job include close vision and hearing. Protection, when appropriate, of one's own and others' bodies, sight, and hearing is also physically required.

**Work Environment:** The tasks involved with this position are typically performed in an office or laboratory environment. The noise level in the work environment is usually quiet, but hearing protection will be available and must be worn when noise is above 50 db.

**PREFERRED EXPERIENCE and SKILLS:**

- Experience in hazardous waste management
- Tool room management
- Machining methods and materials
- Overseeing university-level machining lab classes
- Safe job management practices
- Computer software skills including Microsoft Office suite and CAD/CAM.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

**TYPE OF APPOINTMENT:** Full-time administrative position.

**SALARY:** Commensurate with education and experience. Excellent health and retirement benefits package.

**APPLICATION DEADLINE:** Open until filled. To ensure consideration, apply by August 3, 2017.

**APPLICATION:** Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts required upon hire), the names, phone numbers and e-mail addresses of three professional references, at least one of whom is a current or previous supervisor, and the following completed forms:

- [Applicant Authorization to permit Search Committee members to review candidate transcript](#)
- [Applicant Disclosure Form](#)
- [Applicant Background Check Authorization Form](#)
- [Voluntary Affirmative Action form](#)

**Email to:** CMUJobs@coloradomesa.edu. *Please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.*

**Or mail to:**

Machinist/Laboratory Technician Search Committee  
Human Resources, LHH 237  
Colorado Mesa University  
1100 North Avenue  
Grand Junction, Colorado 81501-3122  
Phone: 970 248-1820

*Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.*

Pos#339

#1877