



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/21/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Shop and Laboratory Technician II
Status: Full-Time (35 hours per week) (non-standard hours)
Grade: 7
Union: PSA@RIC (Professional Staff Association at Rhode Island College)
Reports To: Chair, Physical Sciences

PRIMARY PURPOSE:

To insure the safe and efficient operation of the laboratories and shops of the department. Duties require working closely with the instructors to implement their needs and involves coordinating and supervising student laboratory assistants. Functions require possession of shop skills necessary to implement faculty and student project. Duties include maintaining inventory, ordering, and receiving of apparatus and chemicals.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Provide technical assistance and instruction in safe and proper use of tools and equipment.
- Construct projects from ideas and/or rough sketches for faculty from wood, metals, glass, and electrical components.
- Maintain the shops and their equipment.
- Maintain inventory of construction materials and supplies to insure efficient and economical operation of the shops.
- Assume responsibility for the maintenance and efficient operation of laboratories and stockrooms.
- Repair, maintain, and calibrate laboratory apparatus to insure the safe and uninterrupted operation of laboratories.
- Coordinate and supervise the work of student laboratory assistants.
- Instruct laboratory assistants in the preparation of chemical solutions and the handling of apparatus.
- Maintain employment records of the student laboratory assistants.
- Maintain a system of ordering and receiving departmental supplies and equipment.
- Maintain and update records and inventories through computer programming.
- Perform the above tasks within the bounds of the departmental budget.
- Prepare and submit periodic budget reports to the department chair.

Occasional Job Functions:

Perform other duties as assigned by the department chair.

REQUIRED QUALIFICATION STANDARDS:

Education:

Two years of college education, including courses in the physical sciences and shop skills.

Experience:

Skilled craftsman in working with wood and metals.

Skills, Knowledge and Abilities:

- A knowledge of basic electricity and electronics.
- Ability to deal effectively on an interpersonal basis with students, faculty, staff, and suppliers.
- Ability to effectively maintain records, budgets and inventory through computer programming.

PREFERRED:

Bachelor's degree.

ENVIRONMENTAL CONDITIONS:

Routinely deal with electronic and other equipment and chemicals appropriate to the discipline.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.