



JOB INFORMATION

Job Code:	177111
Job Title:	Engineering Technician II
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Engineering/Technical
Job Family Group:	Research and Clinical Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Builds, tests and designs or participates in the design of equipment, instrumentation or systems. Sets up, assembles, installs, operates, troubleshoots and maintains equipment and systems. Performs experiments or tests using complex instrumentation. Demonstrates the operation of equipment to faculty, researchers, students and visitors. May direct the work of other technicians.

Works under minimal supervision.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Specialized/technical training	
X		Associate's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	
	X	7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Extensive math/physics.
X		Expert knowledge/skill in equipment usage.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in mechanical design/drafting.
X		Research experience.
X		Knowledge of applicable systems, hardware & scientific theory.
	X	Knowledge of local supply companies.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Builds, tests and designs or participates in the design of equipment, parts, instrumentation and systems. Produces working prototypes from sketches provided. Interprets sketches into working drawings for machine shop. Modifies equipment to meet specific technical requirements.				
Conducts experiments and tests. Extracts, processes, analyzes and documents test data. Recommends design or other changes based on test results.				
Sets up, assembles, installs, operates and maintains a variety of equipment, instrumentation and measurement systems. Troubleshoots equipment malfunctions. Repairs and/or arranges for repair. Cleans and performs ongoing maintenance on equipment and instrumentation.				
Demonstrates the operation of equipment to faculty, researchers, students and visitors. May direct the work of other technicians and students and provide technical guidance for problem solving.				
Prioritizes and allocates resources for a large number of competing projects.				
Prepares status reports on the overall progress of activities. Maintains pertinent information and documentation records such as test data, equipment repair and maintenance, inventory acquisitions, handbooks, manuals, and so on.				
Researches, locates and procures needed parts and materials.				
Obtains manufacturing capabilities outside of USC.				
Researches and accumulates reference materials for use in experiments.				
Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
	Campus Security Authority (CSA)		Essential:
	By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/		No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.