**Instrument Maker I Standard Job Description**

**Classification Title:** Instrument Maker I

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 5

**Job Description Summary:**

The Instrument Maker I, under supervision, designs, constructs, modifies, repairs, adjusts, calibrates, and maintains basic scientific instruments and instructional and research apparatuses.

**Essential Duties and Responsibilities:**

**40% Design, Construction, and Modification of Scientific Instruments**

* Designs and constructs basic scientific instruments, apparatuses, and equipment.
* Modifies and adjusts equipment based on functional requirements.
* Collaborates with faculty and graduate students to conceptualize and refine designs.
* Troubleshoots mechanical components and electronic circuits in various instruments.
* Locates and replaces defective components as necessary.
* Makes adjustments and calibrations to ensure accurate and efficient operation of instruments.

**20% Equipment Repair, Maintenance, and Troubleshooting**

* Troubleshoots and repairs mechanical components in instruments.
* Repairs electronic circuits and other damaged components in scientific equipment.
* Selects, orders, and installs machine parts and electronic components as needed.
* Maintains and repairs a variety of shop equipment and tools.
* Maintains machines, construction materials, and measuring devices in working condition.

**10% Supply Management and Cataloging**

* Maintains a library of supply catalogs for reference.
* Orders necessary parts and tools for ongoing projects and repairs.
* Monitors inventory levels and replenishes supplies as needed.

**5% Technical Support and Collaboration**

* Coordinates with faculty and graduate students to understand project requirements.
* Provides technical support for ongoing research projects.

**5% General Shop and Tool Maintenance**

* Maintains and ensures proper function of shop equipment and tools.
* Keeps the workshop clean, organized, and stocked with necessary materials.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* High school diploma or equivalent combination of education and experience.

**Required Experience:**

* Four years of related experience in the design, construction, modification, and repair of laboratory instruments and equipment.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Ability to work from verbal instructions and make rudimentary sketches and diagrams.

**Additional Information:**

**Machines and Equipment:**

* Fabrication Equipment
* Telephone
* Computer

**Physical Requirements:**

* Ability to lift and move moderate weight objects.

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**