**Technician III Standard Job Description**

**Classification Title:** Technician III

**FLSA Exemption Status:** Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Technician III, under supervision, serves as lead technician within assigned section. Pursues series of processes or procedures for an assigned laboratory. Manages inventory and procurement process for laboratory supplies. Reviews documents to ensure clarity of instructions, writes and/or edits complex SOPs, forms and other documents.

**Essential Duties and Tasks:**

**50%: Laboratory/Operations**

* Serves as lead technician within assigned section.
* Pursues series of processes or procedures for an assigned laboratory.
* Conducts experiments and technical procedures.
* Performs some laboratory research activities.
* Coordinates testing and performs advanced test methods.
* Performs quality control and/or maintenance of equipment.
* Assists section managers with audits.
* Reviews literature relating to possible procedures and experiments.
* Modifies procedures to suit the research need.
* Makes chemical and physical analyses which, although they follow standard procedures and tests, may require the exercise of some ingenuity and improvisation.
* Evaluates and analyzes results.
* Constructs, modifies, adapts, assembles, and operates scientific and laboratory apparatus and equipment.
* Plans and supervises technical operations.
* Manages inventory and procurement process for laboratory supplies.
* May supervise student assistants or other technicians.

**30%: Data Entry**

* Uses computer equipment for controlling equipment and compiling data.
* Makes and records observations and measurements.
* Reviews documents to ensure clarity of instructions, writes and/or edits complex SOPs, forms and other documents.
* Prepares reports on special assignments.

**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:**

* Bachelor's degree in a related field or any equivalent combination of training and experience.

**Required Experience:**

* None

**Required Licenses and Certifications:**

* None

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

* Knowledge of laboratory equipment, scientific apparatus, and computer equipment.
* Ensure attention to detail.
* Excellent verbal and written communication skills.

**Additional Information**

**Machines and Equipment:**

* General Office Equipment
* Lab Safety Equipment

**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**