Job Description

Job Title: College Laboratory Technician (CLT) or Senior CLT - Mechanical Engineering

Job ID: 15994
Location: City College of New York
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES
Performs supervisory and/or complex technical functions in laboratories in support of coursework.

- Maintains, fabricates, modifies, and repairs equipment
- Determines equipment requirements, prepares purchase specifications and coordinates acquisitions
- Trains and supervises College Laboratory Technicians, College Assistants, and other laboratory staff
- Manages set up, maintenance, and organization of student laboratories
- Maintains safety and hygiene standards
- Documents laboratory activities
- Performs related duties as assigned.

CONTRACT TITLE
College Laboratory Technician (CLT) or Senior CLT

FLSA
Non-exempt

CAMPUS SPECIFIC INFORMATION
The Mechanical Engineering Department of the Grove School of Engineering at The City College of New York is seeking a College Laboratory Technician (CLT) or Senior CLT, specializing in the areas of Engineering Materials and Manufacturing Processes.

Reporting directly to the Department Chairperson, the CLT will, in addition to the General Duties, assist in managing the Engineering Materials and Manufacturing Labs. The individual will maintain equipment in these labs, such as universal testing machine, various materials preparation/metallographic and mechanical testing machines, 3-D printer, CNC, lathe and milling machines, etc. The will be responsible for supervising teaching assistant and student lab aides during experiments to ensure a safe lab environment is maintained. S/he will be also responsible for ordering supplies, preparing the labs for instruction and interacting with the instructors and students. Additional duties include machining parts for research projects, senior design, and other student projects.

MINIMUM QUALIFICATIONS
High School Diploma with a minimum of eight years’ related experience. Additional education may be used to meet the experience requirement: an Associate’s degree may be substituted for two years’ experience and a Bachelor’s degree may be substituted for four years’ experience. This position may also require the ability to supervise others.
OTHER QUALIFICATIONS
Preferred Qualifications
- Associate Degree in Mechanical Engineering Technology or a closely related area
- Familiarity with the equipment associated with these areas and machining skills
- Higher education credentials

COMPENSATION
Commensurate with qualifications and experience.

BENEFITS
CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY
If you are viewing this job posting in CUNYFirst, please click on "Apply Now" on the bottom of this page and follow the instructions.

If you are viewing this job posting externally, please apply as follows:
- Go to www.cuny.edu and click on "Employment"
- Click "Search job listings"
- Click on "More search options"
- Search by Job Opening ID number
- Click on the "Apply Now" button and follow the instructions.

PLEASE NOTE THAT YOU MUST UPLOAD A COVER LETTER AND RESUME AS ONE DOCUMENT IN ANY OF THE FOLLOWING FORMATS: .doc, .docx, .pdf, .rtf, or text format.

CLOSING DATE
1/20/2017

JOB SEARCH CATEGORY
CUNY Job Posting: Support Staff

EQUAL EMPLOYMENT OPPORTUNITY
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.