

**City University of New York
Advanced Science Research Center**



Job Title: Cleanroom Equipment Technician (College Laboratory Technician)
Job ID: 11313
Location: Central Office
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES

Performs highly-skilled laboratory functions and other technical duties in support of coursework.

- Sets up, maintains, and organizes student laboratories
- Assists students with setting up experiments and other learning exercises, and with the use of equipment and materials
- Maintains appropriate safety and hygiene standards
- Maintains required documentation related to laboratory activities
- Manages equipment and materials inventories.

Job Title Name: College Laboratory Technician

CONTRACT TITLE

College Laboratory Technician

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

The City University of New York's newest facility, the Advanced Science Research Center (ASRC), boasts the success of the University's rich past, and the determination to become a national leader in visionary scientific research in the future. With a focus in the fields of Nanotechnology, Photonics, Structural Biology, Neuroscience, and Environmental Sciences, the ASRC will operate as a nucleus of a University-wide

science enterprise, fostering the development of an integrated research network that brings together faculty, students, and post-doctoral fellows from CUNY's colleges across the five boroughs. This state-of-the-art facility will house a staff of elite scientists and leaders who will seek to break down the walls between disparate but increasingly inter-related disciplines of applied science. For more information on the ASRC, please visit asrc.cuny.edu

The ASRC's NanoFabrication Facility (NanoFab) invites applications for a full-time Cleanroom Equipment Technician. The main responsibility of this position is the assistance in maintenance, repair, and troubleshooting of high tech nanofabrication equipment. Reporting to the NanoFabrication Facilities Director, the Cleanroom Equipment Technician provides day-to-day support to ensure equipment is maintained, operated, and repaired in an effective and efficient manner.

Duties include, but are not limited to:

- Performs preventive maintenance and maintains appropriate records of such activities.
- Maintains an adequate supply of required spare parts within established budget expectations to ensure timely repairs to achieve minimal process down time.
- Creates, maintains, and improves equipment documentation including drawings, parts lists, and purchase records.
- Assists students, post-doctoral researchers, faculty, and external researchers with the proper use of cleanroom equipment.
- Maintains accurate records of chemical, consumable, and spare parts inventory.
- Follows all safety guidelines, while looking for areas of improvement in safety, and works with the NanoFab team members to implement.
- Helps maintain the cleanliness of the cleanroom.
- Performs related duties as needed.

MINIMUM QUALIFICATIONS

High School Diploma with a minimum of four years' related experience. Additional education may be used to meet the experience requirement: an Associate degree may be substituted for two years' experience, and a Bachelor's degree may be substituted for four years' experience.

OTHER QUALIFICATIONS

Preferred Qualifications:

- Experience in cleanroom maintenance or construction
- Experience maintaining computer network infrastructure
- Ability to learn cleanroom protocols, vacuum principles, basic fabrication principles, equipment maintenance, and chemical safety
- Demonstrated mechanical and electrical trouble shooting skills
- Ability to read testing instruments, record test results, and write related reports
- Ability to read and comprehend drawings, correspondence, and documents such as work instructions and safety rules, maintenance instructions and procedure manuals,

mechanical blueprints and electrical schematics
- Ability to follow written and verbal instructions

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

For full consideration, submit a position focused cover letter and résumé with your online application. Your cover letter should clearly explain how your experience and credentials fulfill the duties and qualifications outlined.

CLOSING DATE

Open until filled with a review of resumes to begin 9/10/14.

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.