Lab Mechanic

**JOB PURPOSE:**

Provides fabrication and installation services for various apparatuses and laboratory setups. Maintains and repairs lab equipment.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Collaborates with faculty, staff and researchers to plan and design projects and/or studies blueprints, sketches, or plans to determine hardware and materials required and dimensions of structure to be fabricated.

Diagnoses problems and determines corrective actions. Contacts manufacturer for parts, design specs and manuals. Rebuilds, rewires, and repairs precision lab production equipment; calibrate and reinstall to operational status.

Sets up and operates power tools and machinery to size, plane, joint, shape, cut and sand lumber to desired dimensions.

Fabricates, constructs and installs various lab apparatuses from wood or metal (fixtures, stands, supports, shelves countertops, desktops, etc.)

Responds to maintenance emergencies and makes repairs to facilities and equipment. Maintains and performs preventative maintenance on laboratory equipment and shop power equipment and tools. Instructs users on common maintenance tips and procedures.

Performs arc wielding and brazing as necessary.

Performs other general building maintenance as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of materials, methods, and tools involved in the construction, installation or repair of equipment and facilities.

Ability to work in safe and efficient manner.

Ability to use a computer.

Ability to read blueprints and schematics.

Ability to operate stationary power equipment (table saw, planer, jointer, sander, lathe, radial arm saw, drill press, lathe, milling machine and band saw, etc.), power tools (saws, planes,
router, drills, grinder, sanders, etc.) and hand tools.

Ability to work in safe and efficient manner

**MINIMUM REQUIREMENTS:**

**Education:** High school diploma or GED

**Experience:** Two years maintenance/repair/fabrication experience in areas such as basic mechanical, carpentry, electrical and metal fabrication.

**Licenses:** Valid driver’s license with ability to be insured by Indiana University.

**PHYSICAL REQUIREMENTS:**

Standing, walking, driving, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs multiple times per shift, fingerling, talking, hearing, and seeing.

**WORKING CONDITIONS:**

Spends most time indoors with possible exposure to extreme hot or cold temperatures for one hour plus. Possible exposure to distraction/uncomfortable noise levels and vibration of body or extremities. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.