

**The University of British Columbia
STANDARD JOB DESCRIPTION
SCHEDULE B**

Job Title: Head Engineering Technician

Pay Grade: 9+12%

Level Definition:

Positions at this level are technical supervisory engineering technicians in technical support work allocating, supervising and coordinating work of a minimum of four skilled technical personnel or the equivalent in a department; designing, developing and maintaining specialized equipment and instrumentation for teaching and research purposes; and providing consultative services and advice to faculty and other personnel in technical phases of experimental techniques; work at this level requires an extensive knowledge of numerous technical or highly specialized fields.

Typical Duties:

Guided by broad direction and technical requirements, plans and organizes the priority and work assignments for all technicians assigned.

Supervises, allocates and coordinates the work of staff with a view to achieving economical utilization of equipment, material and human resources and the production and maintenance of components, devices and equipment to meet teaching and research needs.

Consults with and advises faculty and users of departmental facilities in design and experimental devices and equipment and in the technical phases of experimental techniques.

Analyses and resolves operating and design problems; inspects equipment and instrumentation and work performance to ensure that quality and standards are met and that equipment operates within prescribed tolerances.

Interprets plans and specifications; assesses equipment performance against functional and specification standards; carries out the detection and correction of faults and malfunctions.

Performs non-routine assignments that require the application of complex techniques and advanced knowledge of specialization.

Supervises and coordinates the maintenance of technical data and records and the ordering and upkeep of parts and materials. Provides job training and reviews progress of staff.

Responsible for implementing and maintaining safety requirements as generally delegated.

Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Decision Making/Accountability:

Initiates and adapts procedures to meet unusual situations; participates in making decisions concerning the planning, organization and requirements of the unit.

Supervision Received:

Works from outlines or rough specifications that require adaptation of procedures and precedents and in terms of specific objectives; work effectiveness is assessed through user's comments and reports; and work is reviewed and evaluated on completion for technical accuracy and adequacy.

Supervision Exercised:

Supervises a group of four or more highly skilled technicians or the equivalent, coordinates work projects and checks work for accuracy, quality and completeness. Checks work performance of staff, plans and provides job training for them.

Minimum Qualifications:

Graduation from a technical college or institute or completion of a recognized apprenticeship and a minimum seven years of related experience or an equivalent combination of education and experience.

Specific "abilities", "knowledge" and "experience" required for the position are outlined in the position description.

This standard Job Description is for classification purposes only, and is not a position description. Standard Job Description qualifications represent the amount of education and experience typically required for full performance on the job, and is outlined for classification and compensation purposes. Note that specific "abilities", "knowledge" and "experience" required for the job should be outlined in the position description and posting, but are not specified in the Standard Job Description.