HUMBOLDT STATE UNIVERSITY

Marine Laboratory Technician

Review: May 1, 2017

(Job #17-28) Equipment Technician III, Specialized Equipment (ETS III), Marine Laboratory Technician, $4,107 - $6,667/month. Appointments are typically made at the beginning of the salary range. This is a full-time, permanent, 12-month, benefitted position at the HSU Telonicher Marine Laboratory, Trinidad, CA. Anticipated starting date is 1 June 2017 or as soon thereafter as possible.

Position Summary: Under the lead oversight of the Director of the Marine Laboratory or other designated lead worker, the Equipment Technician III designs, fabricates and maintains unique equipment of a specialized nature related to the instruction and research functions of the Marine Laboratory and Vessel Operations.

Duties: Responsible for all aspects of the marine laboratory including design, fabrication, and maintenance of specialized research equipment, including electrical and mechanical components of the seawater system and scientific instrumentation including microscopes, spectrophotometers, water quality samplers, etc. Also, provides instruction to users on proper operation of equipment. Specifies, recommends, and generates purchase orders and credit card orders for laboratory, computer, Marine Science Summer Program, and construction supplies and equipment. Also specifies and prepares work orders, and oversees their completion. Coordinates the scheduling of building construction, renovation, and maintenance with Facilities Management. Provides oversight of permanent laboratory technicians. Also hires, supervises, and manages budget for student technicians and Marine Naturalist. Responsible for purchasing, maintaining and updating computer hardware and software and local area network in coordination with Information Technology Services. Also responsible for maintaining weather station and providing information to other institutions. Responsible for construction within the marine laboratory pertaining to instruction, research, and the seawater system. This includes design and modification of classroom or wet lab functionality to fit educational requirements. Operation of small vessels including maintenance of outboard motors and vessels during operation or in the absence of the Boat Safety Officer. Assists and advises in development of student and faculty research projects and assigning space. Responsible for hazardous material and waste management. Maintains chemical inventory and creates hazardous waste disposal manifest. Fulfills the duties of Building Coordinator. Formulates key card templates and has signature authority for issuing keys and key cards. Responsible for Marine Lab inventory and assets. Other duties as assigned by the Director including SCUBA diving and responding to building/seawater emergencies after normal business hours.

Minimum Qualifications: Minimum of 3 years working in a similar capacity at a marine laboratory, aquaculture facility, public aquarium, or equivalent performing duties as listed above; hazardous materials certification (First Responder - Awareness Level; First Responder - Operations Level) or equivalent; experience operating a small vessel; experience purchasing, maintaining and updating computer hardware and software and local area networks; must have a valid California Driver's License and safe driving record.

Preferred Qualifications: Bachelor's degree and Master's degree in Science or related field with a marine emphasis; experience working in a marine laboratory; experience deploying scientific equipment; SCUBA certification. One year's supervising experience;

Knowledge, Abilities & Skills: Must demonstrate knowledge of carpentry, plumbing, electrical, outboard motors, and aquarium life support systems; knowledge of the maintenance and repair of scientific instrumentation; familiarity with companies that supply scientific, construction, and aquarium equipment; demonstrated experience conducting marine research; demonstrated experience with the use, storage and proper disposal of laboratory chemicals; demonstrated experience purchasing, maintaining and updating computer hardware and software and local area networks; demonstrated experience with the design, function, and repair of marine lab and aquarium systems; demonstrated experience operating a small vessel and deploying scientific equipment; able to estimate and manage budgets for projects and hiring student personnel; able to lift 50 lbs. Ability to communicate effectively with diverse populations.

(Continued on reverse)

Application Procedure: Please note that Humboldt State University now requires application materials to be submitted electronically. If assistance is needed, the Human Resources & Academic Personnel Services office (located in Siemens Hall room 212) has a computer station available and our front office team would be happy to assist you. Qualified applicants should submit electronically the following materials:

- Letter of Interest;
- HSU Employment Application;
- Resume or Curriculum Vitae;
- Contact information for at least three professional references

Submission of the application materials should be sent as email attachments to careers@humboldt.edu.

Please include your last name and the job # (17-28) in the subject line of the email.

Application Deadline: This position is open until filled. The first review of applications will be Monday, May 1, 2017.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 7024

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Publication Date: April 11, 2017

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.