



## Lab Manager - 52233-1A

Updated: Apr 17, 2023

Location: Irvine-Campus

Job Type:

Department: EECS Department Accounts

**Job Opening ID:** 52233

**Reports To:** Chief Administrative Officer (CAO)

**Working Title:** Research and Development Engineer 3

**Department:** EECS Department Accounts

**Bargaining Unit:** 99

**FLSA:** Exempt

**Payroll Job Code:** 007120

**Job Location:** UCI Campus- Irvine

**Percent of Time:** 100%

**Work Schedule:** 8-5

**Employee Class:** Career

### Position Summary:

The Department of Electrical Engineering and Computer Science is one of six academic departments in the Samueli School of Engineering at UCI. With 38 faculty, over 1050 undergraduates and 350 graduate students, we offer a vibrant academic community and a quality educational experience for our students. The department includes more than 20 research groups focused on areas as diverse as embedded systems, computer networks, middleware, real-time systems, micro-electro- mechanical systems and nanotechnology, communication systems, machine intelligence, cybersecurity and privacy, neural soft computing, analog integrated circuits, antennas, metamaterials, photonics, and bio-electronic sensors and devices..

Under the general direction of the Chief Administrative Officer (CAO), the faculty and Chair of the Department of Electrical Engineering and Computer Science (EECS) in the Samueli School of Engineering, the incumbent provides technical training and support for hands-on engineering education, including project-based Senior Design projects and laboratory courses. Advises undergraduate and graduate students and faculty users in the safe and appropriate operation and maintenance of equipment, hardware, and facilities. Assists with project planning, space usage, plans for laboratories including supply inventory. Oversees TAs and student assistants responsible for project-based learning, senior design projects, and laboratory classes. Is present in the labs so that they may remain open, especially during periods when there is no classroom-based activity

in the labs, so that students can use the facilities for both classroom and individual projects. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. Responsible for departmental physical inventory of equipment. Coordinates the installation, maintenance and repairs of laboratory computers. Provides technical consultation for the procurement of equipment and training. Maintains a safe working environment by managing training and supervision. Functions as liaison between the EECS Department, the School Facilities Management and UCI Environmental Health and Safety (EH&S). Serves as the Safety Officer for the Department.

**Key Responsibilities**

List key functions and the estimated percentage of time spent performing each of the responsibilities. Indicate which responsibilities are considered "Essential" to the successful performance of the job as defined by the EEOC: "Essential functions are the basic job duties that an employee must be able to perform. You should carefully examine each job to determine which functions or tasks are essential to performance."

<p><b>% of time</b></p>	<p><b>Essential Function (Yes/No)</b></p>	<p><b>Key Responsibilities (To be completed by Supervisor)</b></p>
<p>60</p>	<p>Yes</p>	<p>Provides full range of professional engineering services to teaching and research projects; meets with faculty, TAs and Students in the design and development phase.</p> <p>Provides general and instructional laboratory management, oversight, and technical support of all Department of EECS Labs.</p> <p>In collaboration with the course instructor(s), assists with the design, development, planning and implementation of laboratory procedures and projects as well as business processes.</p> <p>Provides professional engineering services in support of all lab activities. Provides instruction to faculty, TAs, undergraduate and graduate students on the safe and appropriate use of various types of laboratory equipment, specialized devices, and shared departmental resources. Trains and co supervises Teaching Assistants in the operation of department instructional laboratory equipment, experimental processes, and apparatus operation.</p> <p>Provides guidance to Teaching Assistants to assist with their teaching responsibilities as needed. Provides information regarding operating principles and operational methods and actively participates in all classroom lab sessions.</p> <p>Engages with students; advises, guides and proactively assists</p>

		students with hands-on operation of classroom lab experiments and extracurricular projects (including, but not limited to Senior Design Projects). Helps
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		students determine project specifications and parameters. Directs all participants towards maintaining neat and well-organized laboratory spaces. Determines requirements and maintains adequate instructional lab supplies and consumables. Is present in labs in order to provide assistance as needed, and keep the labs open as long as possible for students to perform their work, both for their classes and for individual projects such as senior design. Provides engineering information and advice to students, TAs faculty and research personnel with administrative responsibility for the research program or teaching facility.
15	Yes	<p>Duties include complete oversight, maintenance, inventory and operations of laboratories.</p> <p>Gathers, analyzes, prepares and summarizes annual and semi-annual reports for purposes of current and accurate inventory and management of department equipment.</p> <p>Assists with arrangements for disposal of hazardous materials to include documentation and records as required.</p>
15	Yes	Performs as Department Safety Coordinator in collaboration with the School of Engineering Dean's Office and EH&S to oversee and ensure full compliance of the laboratory safety program. Enforces all safety measures in all laboratory areas. Provides and manages the infrastructure necessary to produce efficient and safe performance during all laboratory activities. Arranges for the proper accumulation, labeling, and disposal of hazardous waste from laboratory areas.
5	Yes	Performs design, construction, assembly, maintenance/service, inventory and testing of complex experimental equipment and instrument systems and keeps accurate logs of this information In conjunction with the School of Engineering Facilities Director or Facilities Management staff, coordinates arrangements for renovation and construction activities for laboratories and department / faculty office spaces, as well as the coordination of new furniture / fixtures and/or equipment installations.
5	Yes	Other duties as assigned by Department Chair and CAO

## **Total Compensation:**

In addition to the salary range listed below, we offer a wealth of benefits to make working at UCI even more rewarding. These benefits may include medical insurance, sick and vacation time, retirement savings plans, and access to a number of discounts and perks. Please utilize the links listed here to learn more about our [compensation practices](#) and [benefits](#).

\$78,900.00 - \$95,450.00 (Annual Salary) Expected Pay Range within the Full Salary Range  
\$78,900.00 - \$145,100.00 (Annual Salary)

## **Required:**

Minimum of four years of technical training in electronics, computer systems, analog and digital hardware, software integration, etc., equivalent

Bachelor's degree in related area and / or equivalent experience / training.

Thorough knowledge and experience with engineering principles and methods to independently perform the full range of engineering professional design work. Demonstrated organizational and decision-making abilities to prioritize competing work assignments in order to meet deadlines and adherence to quality standards, and to meet the needs of faculty, researchers, and students. Strong analytical and judgment skills to independently conduct analyses and develop appropriate recommendations. Effective written and verbal communication and presentation skills to communicate effectively and professionally with students, staff, and faculty. Ability to work in a collaborative manner; identify challenges and barriers and recommend resolutions. Demonstrated knowledge and practical hands-on experience with the operation and repair of electrical equipment and electronic instrumentation, including but not limited to oscilloscopes, network analyzers, power supplies, function generators, and their accessories. Excellent computer skills including MS Office Suite, Matlab, and internet diagnostics for lab repairs. Skills, knowledge and ability to effectively develop, establish, teach and enforce laboratory safety procedures for students, faculty, and researchers. Exercises a strong customer service skills aimed at supporting students, faculty, TAs and other lab users. Support includes but is not limited to maintaining open lab hours, being present in the lab and supportive of help needed by end users. Demonstrated skill in installing software and knowledge of compatibility issues with regard to types of software and hardware. Excellent interpersonal skills to interact effectively with students, staff and faculty to provide instruction in the operation of equipment used in conducting experiments. Ability to maintain an atmosphere that fosters teamwork and collegial collaboration with all levels of users and people. Ability to complete projects and tasks independently and in a timely manner. Ability and flexibility to respond to changing priorities in a customer service environment. Ability to provide guidance and explanations to graduate and undergraduate students in laboratory procedures and safe / appropriate operation of lab equipment. Extensive experience and knowledge of procedures for the safe handling, storage, and waste management of chemicals as applicable to Federal and State EHS requirements, as well as applicable to UC Irvine EH&S policies. Strong sense of responsibility, excellent work ethic and commitment to producing quality work. Positive attitude and ability to work as a Dept of EECS staff team member and be a mentor to Teaching Assistants and students. Experience/Expertise with electronic components of all kinds, such as resistors, capacitors, inductors, op amps, and

microprocessors such as Raspberry Pi and Arduino.

**Preferred:**

Ability to reserve rooms and spaces for maximum usage and efficiency Experience ordering supplies, purchasing equipment, and communicating with vendors.

**Conditions of Employment:**

The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire UCI community. As part of this commitment, all applicants who accept an offer of employment must comply with the following conditions of employment:

- Background Check and Live Scan
- Legal Right to work in the United States
- Vaccination Policies
- Smoking and Tobacco Policy
- Drug Free Environment

The following additional conditions may apply, some of which are dependent upon business unit or job specific requirements.

- California Child Abuse and Neglect Reporting Act
- E-Verify
- Pre-Placement Health Evaluation

Details of each policy may be reviewed by visiting the following page - <https://hr.uci.edu/newhire/conditions-of-employment.php>

**Closing Statement:**

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](#).

We are committed to attracting and retaining a diverse workforce along with honoring unique experiences, perspectives, and identities. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming.

UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500 or [eec@uci.edu](mailto:eec@uci.edu).