Full Time Staff Opportunity

TITLE: Equipment Coordinator
CLASSIFICATION: Full-time, benefits eligible position
AGENCY: Environmental Institute of Houston
WEBSITE: www.eih.uhcl.edu

JOB DESCRIPTION:
As part of the University of Houston-Clear Lake, EIH aims to advance understanding of the environment through interdisciplinary research, education, and outreach. The Environmental Institute of Houston (EIH) at the University of Houston-Clear Lake (UHCL) is currently recruiting for a full-time Equipment Coordinator to assist our research and education team with a wide range of activities. The Equipment Coordinator is responsible for performing basic maintenance and repair of field gear that supports research tasks (e.g., vessels, trailers, outboard motors, vehicles, ATVs). Primary responsibility is ensuring all field gear is operational, safe, and available for use by research staff and students. Secondary responsibilities include: managing the inventory of all EIH research assets, purchasing and basic maintenance of supplies associated with research studies, and training staff and students in the safe operation of boats and vehicles. The employee will occasionally assist field teams engaged in scientific studies.

LOCATION: Based in Houston, TX

SALARY: $17.50-19.25 per hour ($36,400-$40,040 annual). This is a full-time, grant-funded position with benefits. Funding for this benefits-eligible position will be continued contingent on funding.

DUTIES:
As part of research staff, the Equipment Maintenance Technician is responsible for:

• Maintains and operates vessels, vehicles, and associated equipment in support of field research.
• Works with senior staff and the business assistant to purchase, maintain and track necessary supplies and equipment to support field research.
• Trains staff and students on the safe operation of vessels and vehicles for use in research.
• Assist field teams engaged in scientific studies, and performs all other duties as assigned.

QUALIFICATIONS:
Required

• High School diploma or GED.
• Valid Class "C" driver's license.
• Knowledge of boaters' safety.
• Knowledge of proper and safe operation and use of research equipment including vessels.
• Ability to obtain knowledge of University requirements and procedures (e.g., purchasing, reimbursements, etc.).
• Skills in providing basic training to staff and students on the safe operation of vessels and vehicles.
• Skills in Microsoft Office, specifically Word, Excel, and PowerPoint.
• Skills in trailering and basic maintenance of trailer lights.
• Ability to conduct physical work and lift 50 lbs.
• Ability to work independently with minimal supervision.
• Ability to effectively communicate with coworkers.
Preferred

- Technical Training Program (e.g. industry, military, or community college) in Outboard Motors and Small Vessel repair, and/or Maritime Operations/Navigation, and/or Vehicle mechanic training program.
- Experience providing logistical support, repair, and maintenance of boats, motors, trailers, vehicles, and/or managing assets in a professional setting.
- USGS OUPV License

APPLICATION DEADLINE: Open until filled (posted 06/27/2023)

HOW TO APPLY: Interested candidates must apply through the UHCL TALEO application portal (https://uhs.taleo.net/careersection/ex4_uhcl/jobdetail.ftl?job=STA012733&tz=GMT-05%3A00&tzname=America%2FChicago). A background and motor vehicle check are required. To apply, complete the online application and attach a resume (required). Applications without the required documents will be considered incomplete and disqualified.