

JOB INFORMATION

Effective Date	6/22/2023
Job Code:	4118
Job Title:	Equipment Coordinator
Salary Grade/Structure:	160 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	60-Skilled Crafts
Job Function:	Facilities
Job Family:	General Maintenance
Job Summary	The Equipment Coordinator is responsible for performing basic maintenance and repair of field gear that support 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. Employee will occasionally assist field teams engaged in scientific studies.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
High School Diploma or GED		Required	
Associate's Degree	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.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	No experience required.	Required	
Some	Experience providing logistical support, repair and maintenance of boats, motors, trailers, vehicles, and/or managing assets in a professional setting.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Valid Class "C" Driver's License		Required	
	USGS OUPV License		Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of boaters safety.	Skilled
• Knowledge of proper and safe operation and use of research equipment including vessels.	Skilled
• Ability to obtain knowledge of University requirements and procedures (e.g. purchasing, reimbursements).	Basic
• Skills in providing basic training to staff and students on the safe operation of vessels and vehicles.	Skilled
• Skills in Microsoft Office, specifically Word, Excel, and PowerPoint.	Basic
• Skills in trailering and basic maintenance of trailer lights.	Skilled
• Ability to conduct physical work and lift 50 lbs.	Skilled
• Ability to work independently with minimal supervision.	Skilled
• Ability to effectively communicate with coworkers.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Maintain and operate vessels, vehicles, and associated equipment in support of field research.	60%
• Work with senior staff and business assistant to purchase, maintain and track necessary supplies and equipment to support field research.	15%
• Train staff and students on safe operation of vessels and vehicles for use in research.	10%
• Assist field teams engaged in scientific studies.	10%
• Performs other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Labor

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting					X	
Carrying					X	
Pushing					X	
Pulling					X	
Climbing					X	
Balancing					X	
Stooping					X	
Kneeling					X	
Crouching					X	
Crawling					X	
Reaching					X	
Handling					X	
Grasping					X	
Feeling					X	
Talking					X	
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet			X		
Noise					X
Hazards					X
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Travel Requirements

Estimated Amount	Brief Description
0%	