

Department Of Electrical Engineering

Laboratory Technician Duties & Responsibilities

1. Receiving the contents of the laboratories as a personal trust and supervising them after issuing a statement listing the objects of the laboratories.
2. Supervising the operation and maintenance of equipment in the laboratory.
3. Training students to use the equipment in the laboratory.
4. Preparing the necessary experiments for students and following up on their explanation and implementation in coordination with the faculty member supervising the laboratory.
5. Preparing lists of the needs of the laboratory he supervises and requesting them according to their technical specifications.
6. Keeping a file of the devices that includes all the main information about them and informing the concerned authorities when any of them are destroyed, broken down or lost.
7. Follow-up on the optimal utilization of the laboratories (listing laboratories and studying cases of excessive numerical density, studying the possibility of using the same laboratory for two purposes with spatial and temporal coordination for them, contributing to scheduling practical sessions for each semester to resolve conflicts in halls that contain more than one laboratory,...).
8. Establishing a system to complete safety and security data for laboratories (updating informational panels on occupational safety and health procedures, preparing boxes for first aid supplies in laboratories, monitoring the quality of fire extinguishers, conducting evacuation experiments, following up observing safety and security measures within laboratories,...).
9. Contribute to updating the Experiments and Laboratories Guide.
10. Submitting periodic reports to the head of the department about the progress of work in the laboratories.
11. Carry out any other work assigned to him by his direct supervisor that does not conflict with the nature of his work.
12. Design, conduct and assess labs in the area as per departmental requirements.
13. Operation, maintenance and inventory management of lab equipment and consumables.
14. Selection and upgrading of lab equipment as required.
15. Any other duty assigned by the department/supervisor.

