



**JOB DESCRIPTION & PERSON SPECIFICATION**

<b>JOB TITLE:</b> Lab Engineer	<b>DEPARTMENT:</b> Mechatronics
<b>POSITION REPORTS TO:</b> Head of Mechatronics	
<b>POSITION IS REPORTED BY:</b> N/A	
<b>MAJOR JOB RESPONSIBILITIES</b>	
<ol style="list-style-type: none"><li>1. Responsible for the installation and maintenance of scientific equipment in Mechatronics Engineering department's labs.</li><li>2. Provides technical support i.e. troubleshoot and repair lab equipment that malfunctions or breaks down.</li><li>3. Responsible for maintenance of the infrastructure, inventory and storage devices of laboratories.</li><li>4. Conducts Lab Sessions as assigned by the department.</li><li>5. Suggest/propose new experiments that can add to the knowledge of the students.</li><li>6. Prepare lab manuals &amp; update them according to the department and PEC recommendation.</li><li>7. Participates with faculty members in projects &amp; contributes technical knowledge for the betterment of the projects.</li><li>8. Make sure that lab is available for project use with proper tools and calibrated equipment's.</li><li>9. Actively participates in professional development activities such as conferences, workshop, and lectures etc. as deemed appropriate by HoD.</li></ol>	
<b><u>PERSON SPECIFICATION</u></b>	
<b>(1) Academic Qualification Required</b> B.E in relevant field from an HEC recognized University	



**(2) Specific Job-related Skills Required**

- i. Analytical Skills
- ii. Interpersonal Skills
- iii. Problem-Solving Skill
- iv. Ability to organize the work and meet the deadlines

**(3) Specific Job-related Traits & Behaviours Required**

- i. Initiative taking and ability to work independently
- ii. Cooperation and Coordination

**(4) Experience Required**

At least 1 year experience in the related field