

MURRAY STATE COLLEGE  
Tishomingo, OK 73460

Job Description

**MACHINE TOOL LAB TECHNICIAN**

**General Description/Primary Purpose:**

Operate, maintain, and repair machine tools, i.e., lathes, milling machines, grinders, etc., and check out tools and materials during laboratory sessions, build tooling as needed by MSC's Gunsmithing Program, assist with the summer NRA program machine shop needs, or other duties as assigned by the department chair.

**Classification:** Full-Time-Non-Exempt

**Salary:** Salary commensurate with qualifications, education, and experience.  
Full fringe benefits are included as part of the salary package.

**Appointment:** 12-month appointment

**Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area is comprised of small towns with a low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC provides the best of both worlds: small-town life with access to big-city offerings.

**Description of Duties and Tasks:**

**General Job Functions – Instructional Duties:**

1. Perform maintenance and repairs of machine tools, i.e., lathes, milling machines, welders, grinders, drill presses and metal saws, on a weekly schedule.
2. Operate machine tools in the fabrication of items required in the Gunsmithing Programs.
3. Issue tools and materials during laboratory and receive and inspect tools at the end of laboratory period check-in.

4. Assist Gunsmithing instructors in promoting and maintaining a safe working environment in the various laboratory facilities.
5. Assist with student tutoring in the lab facilities as per instructor's directions.
6. Collect and dispose of all trash in the various laboratory facilities.
7. Perform and maintain overall cleanliness of machine tool laboratory, tool crib, and other lab facilities.
8. Perform other related job duties as assigned by the Gunsmithing Program Chair, and the Dean of Agriculture, Business, and Occupational Technology.
9. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.

### **Required Knowledge, Skills, and Abilities**

Individuals must possess these kinds of knowledge, skills, and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skills and abilities.

Ability to:

1. Read and interpret blueprints and schematics in the operations and the repair of machine tools.
2. Read the English language and interpret the safety labels on equipment and materials used in machine tools.
3. Demonstrate basic mechanical aptitude for operation and repair of machine tools.
4. Grasp, lift and/or carry items weighing a minimum of 50 pounds. Items are required to be moved and installed in the performance of routine duties.
5. Perform duties within extreme temperature ranges.
6. Exercise mathematical skills necessary to support the machine tools duties.
7. Use manual dexterity to operate machine tools.
8. Use visual ability to correctly read the micrometer dials on the machine tools equipment.
9. Stand, walk and/or sit and continuously perform essential job functions for an eight-hour shift,

with two fifteen-minute breaks and a one-hour meal break.

10. Perform tasks requiring bending, stooping, kneeling, and walking significant distances between and within buildings on campus.
11. Learn and perform all essential job functions accurately and safely with minimum direct supervision within four weeks after employee begins work.
12. Upon employment, the successful candidate must complete mandatory NIMS (National Incident Management System) training modules IS-100.HE; IS-700.a; through the Department of Homeland Security as directed by MSC administrative staff and campus police.

### **Hours:**

Generally, the work week is 37.5 hours, with a daily schedule developed in coordination with the Program Chair. Other professional activities can be scheduled by college policy and in cooperation with the Program Chair, Dean, and the Vice President of Academic Affairs.

### **Qualification Standards:**

1. **Minimum Education Required:** High School Diploma
2. **Experience Preferred:** Experience in machine tools, i.e., lathes, milling machines, grinders, saws etc.
3. **Professionalism:** All employees at MSC are expected to demonstrate dedication to their work field and to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted, and employment is contingent upon the results of the national criminal and sex offender background check.

### **Application Process:**

Applicants must submit the following:

1. Letter of application
2. Résumé
3. Three (3) letters of employment recommendation
4. Official transcript(s) required
5. Murray State College employment application

Submit an application to:

Human Resources Office  
Murray State College  
One Murray Campus, Suite AD 211  
Tishomingo, OK 73460  
humanresources@mscok.edu

**Application Deadline:** The preferred start date is July 1, 2023. Review of applications will begin immediately and continue until filled.

MSC participates in E-Verify.

**MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/  
EQUAL OPPORTUNITY EMPLOYER**

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate based on race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.