**Job Description for Lab Technician (Junior Engineer I)**

**Job Title:** Lab Technician (Junior Engineer I)  
**Supervisor’s Title:** Faculty lab in-charge  
**Department:** Automobile Engineering department

**Job Summary:**
Under the supervision of Faculty lab in-charge manages the demonstrations in AutoCAD. Major duties include lab demonstrations and establishing licenses and servers with in coordination with IT.

**Tasks, Duties & Responsibilities:**
- Assists the faculty with demonstration of AutoCAD in computer lab.  
- Establishes licenses and servers requirements with IT  
- Responsible for computer labs in the Automobile engineering department.  
- Guide students in correcting errors in AutoCAD.  
- Maintains the computer lab in the department.  
- Setup and maintain new systems as per requirements.  
- Facilitating trouble shooting in the labs.  
- Performs other duties as instructed by the faculty in-charge

**Person Specifications:**

**Qualifications:**
- Class X + 3yrs Diploma in Mechanical Engineering or Engineering Drafting or Engineering Design.  
- Minimum 3 years’ experience with AutoCAD  
- Plus 1 year instructional experience in a drafting or design lab for Diploma or Degree or engineering institution.

**Skills and abilities:**
- Fair written and English speaking skills  
- General awareness about the operations of the department  
- Ability to promptly complete tasks with attention to detail  
- Positive attitude towards others in the department.