JOB DESCRIPTION
Mechanical Systems Engineer

Definition of Class
This is a professional, non-supervisory position in which the incumbent performs duties in the design and development of project related engineering systems.

Examples of Work Performed
Produce CAD/CAM drawings/programming.

Compile tooling and materials list.

Estimate completion process/deadlines.

Maintain records of design progress.

Operate all computer numerically controlled (CNC machines).

Modify, redesign, or reprogram as necessary to expedite completion of project.

Using all measuring devices (micrometers, gauges, optical comparators) determine if design is within tolerances/specifications.

Consult with researchers regarding feasibility and practicality of design ideas.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Design research equipment (CNC Programmer).

2. Manufacture research equipment (CNC Machinist).

3. Perform quality control checks.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.
**Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; talk and hear; use hands to finger, handle or feel objects, tools or controls; stoop, kneel, crouch or bend; and reach with hands and arms. The incumbent is occasionally required to sit and climb or balance.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited four-year college or university in Engineering.

**Experience:**
One (1) year of experience related to the above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev: 04/01/2015

*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*