JOB DESCRIPTION

Technical Services Manager

Definition of Class
This is a supervisory position in which the incumbent performs duties associated with providing technical support to researchers including the purchase, design, and maintenance of equipment. The incumbent manages regulatory compliance, maintenance, safety, and security operations for the technical service areas and frequently exercises discretion and independent judgment.

Examples of Work Performed

Establishes standards and procedures for the technical service operations.

Supervises and trains technical staff on equipment use as necessary.

Makes recommendations regarding personnel changes and promotions of technical staff.

Designs and develops electronic projects.

Manages the quality assurance, maintenance, safety, and security operations.

Evaluates needs and makes recommendations to the Director/Associate Director concerning equipment, facility, and space needs for researchers.

Manages the purchase, maintenance, and inventory of major equipment ensuring specifications are met.

Ensures compliance with regulatory agencies.

Acts as liaison with the Office of Environmental Health and Safety regarding chemical and hazardous waste concerns as necessary.

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. Provides technical assistance to researchers in support of research, development, and production projects.

2. Develops policies and procedures for technical operations. Ensures compliance with regulatory agencies.

3. Supervises and trains the technical services personnel.

4. Oversees the maintenance and security of facilities.
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 20 pounds.

  Vision: Requirements of this job include close vision and color 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 periodically required to talk and hear. The incumbent is occasionally required to sit; stand; walk; lift or carry; and reach with hands and arms.

Experience/Educational Requirements:

  Education:
  Bachelor’s Degree from a college or university in a related field.

  AND

  Experience:
  Two (2) years of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

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.

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