JOB DESCRIPTION

Senior Electronics Technician

Definition of Class
This is an experienced level technician position in which the incumbent fabricates, repairs, installs, tests, troubleshoots, and services electronic and electro-mechanical equipment. The incumbent provides direct support for staff, faculty, and students in a research laboratory.

Examples of Work Performed
Performs specialized technical tasks in the design, fabrication, testing, troubleshooting, and servicing of electronic and electro-mechanical equipment.

Designs and constructs a wide variety of electronic equipment and special experimental instruments from schematics, diagrams, and verbal instructions to include fabrication and assembling/testing of equipment.

Repairs malfunctioning instruments by replacing parts, soldering connections, and making adjustments and calibrations, and establishes and follows a schedule for preventive maintenance.

Calibrates and maintains test equipment.

Provides technical assistance, instruction, and consultation to staff, faculty, and students for the resolution of electronic problems.

Performs preventive maintenance on computers and computer related equipment.

Demonstrates to staff, faculty, and students the proper use of electronic and electro-mechanical equipment, tools, soldering techniques, antistatic procedures, computers, and related equipment.

Isolates computer system faults to module level.

Provides technical assistance to staff, faculty, and students for acquisition of electronic parts, equipment, supplies, and related items.

Maintains electronic reference library.

Maintains complete inventory of electronic parts and equipment to include inventory identification, location, and control.

Assures that all records of work, equipment, inventory, and other related matter are prepared and submitted.

Coordinates general motor pool maintenance for department and transportation of students by bus as needed.

May instruct student laboratories.

Performs related or similar duties as required or assigned.

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. Designs and constructs a wide variety of electronic equipment and special experimental instruments.

2. Repairs malfunctioning instruments.

**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 25 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 frequently required to sit. The incumbent is occasionally required to stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Completion of two (2) years of college from an accredited college or university; including courses in Physics, Electronics, Electricity or Combustion Engine work.

  AND

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

- **Substitution Statement:** Related education and related experience may be substituted on a basis set forth 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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