Defining Class
This is a non-supervisory position that functions at an experienced level. The incumbent in this job class repairs and maintains electronic equipment, installs, tests, troubleshoots and services electronic and electromechanical equipment; and provides support for computer users.

Examples of Work Performed
Performs specialized technical tasks in the design, fabrication, testing, troubleshooting, and servicing of electronic, hydraulic, pneumatic, and electromechanical equipment.

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

Performs repairs on malfunctioning instruments by replacement of parts, soldering connections, making adjustments and calibrations; establishes and follows pre-determined schedule for preventative maintenance.

Calibrates and maintains test equipment in efficient operating specialized electronic equipment and testing apparatus in laboratory situations.

Provides technical assistance, instructions, and consultation to staff members for the resolution of electronics problems.

Consults with faculty and staff on technical aspects of fabricating, calibrating, and testing of laboratory equipment.

Conducts inventory of supplies and equipment and maintains related records.

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. Performs specialized technical tasks in the design, fabrication, testing, troubleshooting, and servicing of electronic, hydraulic, pneumatic, and electromechanical equipment.

2. Performs repairs on malfunctioning instruments by replacement of parts, soldering connections, making adjustments and calibrations; establishes and follows pre-determined schedule for preventative maintenance.

3. Demonstrates correct technique for operating specialized electronic equipment and testing apparatus in laboratory situations.

4. Provides technical assistance, instructions, and consultation to staff members for resolution of electronics problems.
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 50 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; and stand. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to walk; reach with hands and arms; use hands to finger, handle or feel objects, tools or controls; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED)

AND

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

AND

Interview Requirements
Any candidate who is called to an agency 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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