JOB DESCRIPTION

Machinist/Instrument Maker II

Definition of Class
Incumbent in this position designs and assembles specialized scientific instruments and equipment. The incumbent fabricates, alters, and installs prototype research components and instruments. Incumbent may supervise assigned individuals.

Examples of Work Performed
Designs and machines specialized precision parts, which include: constructing, installing, and repairing scientific instruments and equipment using various shop equipment.

Operates lathes, milling machines, drills, welding, soldering equipment, and woodworking machines.

Works from verbal or written instructions, plans, drawing, and specifications of various details to determine materials to be used.

Makes necessary repairs, adjustments or calibrations to equipment and malfunctioning instruments using various hand and power tools.

Modifies electrical circuits and programming of computerized digital-controlled machinery.

Inspects and tests completed work for accuracy and performance as specified in instructions.

Consults with customers regarding reconstruction and modification of equipment.

Provides technical instruction, assistance, and consultation to students and faculty.

Assigns work and evaluates performance of assigned individuals.

Assists in training new personnel.

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. Constructs, installs, and repairs scientific instruments and equipment following written and verbal instruction.
2. Operates various hand and power tools to make repairs, adjustments or calibrations.
3. Provides technical guidance and supervision to assigned employees, students, and faculty.

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 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 regularly required to stand; talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to walk; climb or balance; and stoop, kneel, crouch or crawl. The incumbent is occasionally required to sit; and taste and smell.

**Experience/Educational Requirements:**

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

**Experience:**
Four (4) years of experience related to the above described duties. Basic working knowledge of electricity, plumbing, carpentry and tools.

**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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