JOB DESCRIPTION
Machinist/Instrument Maker II – MMRI

Definition of Class
This is a non-supervisory position in which the incumbent assists in the design and fabrication of scientific equipment. The incumbent maintains existing equipment, including equipment associated with marine research vessels.

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. Performs conventional, MIG, and TIG welding.

Performs equipment repairs and maintenance of marine research vessel, both dockside and underway.

Works from verbal or written instructions, plans, drawings, 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.

Assists in training new personnel.

Transports equipment via commercial vehicles; operates a crane, forklift and any other equipment necessary for loading/unloading of equipment and materials.

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 to students and faculty.
4. Performs specialized welding.

**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:**
  High school diploma or equivalent (GED).

AND

- **Experience:**
  Three (3) years of experience related to the above described duties. Basic working knowledge of electricity, plumbing, carpentry and tools as well as specialized welding techniques

- **Licensure:**
  Class B Commercial Driver’s License.

**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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