Machinist/Instrument Maker I

**Definition of Class**
This is an entry-level position in which the incumbent assists with the designing and assembling of specialized scientific instruments and equipment, as well as maintenance of equipment, machinery, and facilities.

**Examples of Work Performed**
Operates lathes, milling machines, drills, welding, soldering equipment, and woodworking machines.

Saws stock materials such as wood, plastic, metal, and glass.

Cleans, deburrs, and lays-out dye stock materials.

Assembles fabricated and purchased parts.

Maintains operational readiness of all machines and equipment.

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

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. Processes materials for fabrication.
2. Constructs projects, instruments, and equipment.
3. Assists in maintenance of equipment, machinery, and 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 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 frequently required to stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is regularly required to stoop, kneel, crouch or crawl. The incumbent is occasionally required to sit; and climb or balance.

Experience/Educational Requirements:

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

AND

Experience:
Six (6) months of experience related to the above described duties.

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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