Definition of Class
This is a position in which the incumbent is responsible for coordination and guidance of activities performed by manufacturing technicians within the Center for Manufacturing Excellence. This position functions as a lead technician in the installation, modification, maintenance, operation and repair of a variety of manufacturing equipment. The incumbent orders materials and supplies necessary for students and manufacturing technicians on the factory floor and maintains an inventory of these items. Position reports to the Director.

Examples of Work Performed:
Coordinates operation of and operates a variety of equipment for processing metals, polymers, wood and/or composites.
Coordinates the installation of and installs production equipment, makes equipment modifications as needed, and provides maintenance of equipment (manual and CNC).
Develops instructional manuals for use in educating students on proper equipment operation.
Provides training to students demonstrating proper use of equipment.
Participates in the development of safety manuals for student use and provides training sessions on safe use of equipment.
Implements safety test-out methods that students must pass before being allowed to use equipment.
Maintains inventory and makes necessary purchases for the department.
Works with CME staff and equipment suppliers to determine best equipment and practices for manufacturing efforts.
Supports Toyota Production System (TPS) staff to determine best practices and implements best practices on the factory floor.
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. Trains and coordinates the activities of the manufacturing technicians.
2. Installs, modifies, maintains, codes, operates and repairs a variety of production equipment on the factory floor for processing metals, polymers, wood and/or composites.
3. Trains students regarding proper use of equipment and safety requirements.
4. Participates in development of best practices for operation of equipment on factory floor.
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 75 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 use hands to finger, handle or feel objects, tools, or controls; walk; climb or balance; and stoop, kneel, crouch or crawl. The incumbent is regularly required to stand; talk or hear; and reach with hands and arms. The incumbent is occasionally required to sit; taste and smell.

Experience/Educational Requirements:

   Education:
   Associate’s Degree in Industrial Technology or related field.

   AND

   Experience:
   Five (5) years of experience related to the above-described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

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.

Rev. 05/5/15

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.