

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** TECHNICIAN, SENIOR

**Reports To:** Designated Supervisor

**UW Job Code:** 5233

**UW Job Family:** 51 - Technicians

**SOC Code:** 17-3029

**FLSA:** Non-exempt

**Pay Grade:** 21

**Date:** 6-18-02 (revised 7-1-02; 7-1-04; 7-1-08)

### **JOB PURPOSE:**

Under limited supervision, provide technical advice and service to faculty, staff and students requiring a high degree of advanced skill and expertise in the operation, fabrication, maintenance and repair of complex equipment and systems.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform highly-skilled, advanced work in the development, fabrication and assembly of equipment and apparatus.
- Determine, recommend, and procure equipment, materials and tools required to meet the technical and research needs of a department.
- Review design specifications and construct prototypes of new or modified pieces of equipment including testing and recommending design changes.
- Evaluate and perform advanced troubleshooting of computer, mechanical, electrical and electronic equipment to determine the nature of malfunctions and extent of repair or modification required to properly repair equipment.
- Perform advanced calibration of equipment and instruments and monitor performance to ensure they are in proper working condition.
- May assist in performing advanced tasks specifically related to electronics, computers, mechanical, and electrical systems and components.
- Consult with research personnel to determine the nature of technical requirements for advanced research projects; advise regarding appropriate materials or equipment needed to support the research.
- May perform all other duties of lower positions within the Technician series.

### **SUPPLEMENTAL FUNCTIONS:**

- Prepare technical repair manuals and technical reports on the progress of projects, as directed.
- Instruct others on troubleshooting, repairing, installation, and operation of equipment.
- Recommend equipment and supply purchases, as needed.

### **COMPETENCIES:**

- Analysis/Problem Identification
- Independence
- Influence
- Quality Orientation
- Service Orientation
- Technical/Professional Knowledge

### **MINIMUM QUALIFICATIONS:**

Education: **Associate's degree in a related field**

Experience: **5 years work-related experience in the construction, repair and maintenance of mechanical or electronic equipment**

Required licensure, certification, registration or other requirements:

- **Some positions may require a low-voltage, FCC, or other specialized license and/or certification.**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Advanced principles and practices of the trade involved.
- Advanced data gathering methods.
- Advanced equipment safety inspection methods and techniques.
- Safe operation of complex lab, research, and/or computer equipment.
- Safety measures and occupational hazards of the trade.
- Advanced maintenance and repairs for the assigned equipment, experiments, and tools.
- Tools and equipment associated with the advanced tasks of the position.
- Advanced calibration methods and techniques for tools and equipment associated with the position.
- Advanced fabrication techniques.
- Inventory management.
- Advanced industry trends of procurement, materials, tools, and procedures in fabrication.
- Scientific methods.

Skills and Abilities to:

- Perform advanced assembly of complex equipment and systems.
- Follow detailed written and oral instructions.
- Maintain complete and accurate records.
- Prepare and interpret advanced levels of schematics and drawings.

- Troubleshoot advanced failures and problems.
- Weld and solder using a variety of methods and techniques.
- Draft advanced mechanical and electronic diagrams, schematics, blueprints, and departmental network(s).
- Design prototypes.
- Communicate ideas and concepts clearly and concisely.
- Move up to 100 lbs.

### **WORKING CONDITIONS:**

Shop and field site environments; regularly exposed to electrical, mechanical, chemical and fire/explosive hazards, fumes and vapors; occasionally subject to confined areas. Some positions may travel regularly.

### **DISTINGUISHING FEATURES:**

**Technician:** Works under general supervision performing fundamental work including running tests, troubleshooting problems, preventive maintenance, and providing problem resolution. May create finished products from design drawings. Responsible for safety compliance for the shop/project; assembling fundamental equipment; fabricating parts, tools and equipment; troubleshooting routine failures and operational problems.

**Technician, Senior:** Performs under limited supervision specialized and advanced troubleshooting and repairs; employs advanced methods of troubleshooting and resolving systematic problems, may take projects from original design concept to finished product; assembles complex equipment and systems; may have budget responsibility; maintains an inventory of replacement parts and supplies. May supervise and have project leadership.

**Technician, Master:** Highest level of expertise in the career field with work performed under very limited supervision. Tasks, duties and responsibilities are primarily at the design level. May supervise project from design to completion, or may supervise assigned employees; may be involved in long-range project planning; has budget responsibility and authority; has expert knowledge and application of the specific research, engineering, computer network, or telecommunications network systems.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.