

## **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

**Reports To:** Designated Supervisor

**UW Job Code:** 5232

**UW Job Family:** 51 - Technicians

**SOC Code:** 17-3029

**FLSA:** Non-exempt

**Pay Grade:** 19

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

### **JOB PURPOSE:**

Under general supervision, perform skilled precision work in the assembly, fabrication, maintenance and repair of mechanical, electrical, computer or other electronic equipment, machinery and systems.

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

- Install and test computer, electronic, mechanical, and electrical equipment, components and systems using standard meters and testing devices; locate and replace defective parts; perform preventive maintenance on designated equipment or electronic systems.
- Learn the complexities and unique aspects of systems in place in the area of responsibility.
- Some positions install and/or utilize software/hardware computer applications and/or utility programs.
- Troubleshoot and repair basic and fundamental problems.
- Fabricate electronic or mechanical equipment, components and laboratory apparatus according to drawings, schematics, blueprints and verbal instructions.
- Create fundamental drawings, schematics or blueprints.
- May assist in performing basic and fundamental tasks specifically related to electronics, computers, mechanical, and electrical systems and components.
- Weld and solder materials required for individual projects.
- Assemble manufactured parts into completed equipment; operate and test equipment to ensure proper working order.
- May perform all other duties of lower positions within the Technician series.

### **SUPPLEMENTAL FUNCTIONS:**

- Assist and instruct faculty, students and staff in the proper use and safety procedures for computers, electronic instruments, devices or machine tools.

- Maintain records of drawings, time and materials required to complete projects.
- Maintain an inventory of equipment, materials and tools; may recommend the purchase of standard or specialized items.

### **COMPETENCIES:**

- Ability to Learn
- Analysis/Problem Identification
- Quality Orientation
- Service Orientation
- Safety Awareness
- Teamwork (Cooperation)

### **MINIMUM QUALIFICATIONS:**

Education: **Associate's degree in a field providing required skills**

Experience: **2 years work-related experience in the construction, repair or maintenance of mechanical or electronic equipment**

Required licensure, certification, registration or other requirements: **None**

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

Knowledge of:

- Fundamental principles and practices of the trade involved.
- Data gathering methods.
- Equipment safety inspection methods and techniques.
- Safe operation of standard lab, research, and/or computer equipment.
- Safety measures and occupational hazards of the trade.
- Fundamental maintenance and repairs for the assigned equipment, experiments, and tools.
- Tools and equipment associated with the fundamental tasks of the position.
- Fundamental fabrication techniques.
- Inventory management.

Skills and Abilities to:

- Assemble equipment.
- Follow detailed written and oral instructions.
- Maintain complete and accurate records.
- Prepare and interpret fundamental schematics.
- Troubleshoot fundamental failures and problems.
- Weld and solder using a variety of methods and techniques.
- Draft fundamental mechanical and electronic diagrams.
- 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 spaces. Some positions require 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.