

## **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: WELDER/MACHINIST TECHNICIAN, SENIOR**

**Reports To:** Designated Supervisor

**UW Job Code:** 6238

**UW Job Family:** 62 – Crafts/Trades

**SOC Code:** 51-4041

**FLSA:** Non-exempt

**Pay Grade:** 22

**Date:** 1-7-16

### **JOB PURPOSE:**

Under general supervision, develop and maintain equipment with obsolete or unique components for all University departments. Perform design, development, machining, fabricating, welding, metallurgy and installation of components. Assist with supervision, scheduling and training.

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

- Select, align, and secure holding fixtures, cutting tools, attachments, accessories, and materials on machines, such as mills, lathes, jig borers, grinders and shapers.
- Troubleshoot and repair basic and fundamental problems.
- Fabricate electronic or mechanical equipment, and components according to drawings, schematics, blueprints and verbal instructions.
- Create fundamental drawings, schematics or blueprints.
- Weld and solder materials required for individual projects.
- Repair broken or cracked parts, fill holes and increase size of metal parts.
- Assemble manufactured parts into completed equipment; operate and test equipment to ensure proper working order.
- Assist with supervision, project prioritization, and training.
- Complete complex technical work and troubleshooting.
- Perform site inspections and review work of others.
- Train and mentor new staff.
- Act as lead worker on job site.

### **SUPPLEMENTAL FUNCTIONS:**

- May develop specifications from general description and draw sketches of parts or products to be fabricated.

- 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:**

- Developing Organizational Talent
- Individual Leadership
- Attention to Detail
- Technical/Professional Knowledge
- Quality Orientation
- Innovation

### **MINIMUM QUALIFICATIONS:**

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

Experience: **6 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.
- Scheduling and supervisory techniques.
- Training methods and procedures.

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.
- Lead and prioritize projects.

**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.

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.