

ANALYTICAL INSTRUMENTATION ENGINEER III

Function of Job:

Under general supervision of department or laboratory supervisor, provide service and support to the general academic and research community by maintaining scientific instrumentation throughout the University System of New Hampshire.

Characteristic Duties and Responsibilities:

1. Oversee and perform the maintenance and repair of teaching and research equipment in university laboratories.
2. Train instrumentation engineers in the theory and practice of troubleshooting and repair of instruments.
3. Organize, maintain, review, and write preventative maintenance procedures for teaching and research instrumentation.
4. Organize, maintain, and review data and records of repairs and maintenance performed on teaching and research instrumentation.
5. Perform a variety of computer related software and hardware upgrades.
6. Travel to other USNH locations for the service and repair of on-site instruments.
7. Order and maintain or oversee parts inventory for instrument repairs and upgrades.
8. Design and/or fabricate replacement parts for aging instruments as needed.
9. Consult on special instrument projects in the research community.
10. Perform other duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in appropriate field of engineering or physics and five years of related experience or combination of directly related higher education and experience equal to nine years, including at least one year in providing customer service and/or working in a team environment.
2. Experience with and knowledge of troubleshooting electronic and electro-mechanical equipment.
3. Proficiency with computers and various software applications and software programming (e.g., Microsoft Office, Windows XP, Unix, Visual Basic, LabView).
4. Proficiency with various test equipment. (e.g., multimeters, oscilloscopes, resistive thermal devices).
5. Proficiency with hand and small power tools (e.g., screwdrivers, pliers, power drill, soldering iron).
6. Familiarity with the use of analytical instruments and equipment.
7. Excellent communication skills, both verbal and written.

Additional Desirable Qualifications:

1. Advanced degree in an appropriate engineering field.
2. Experience in a college/university environment.
3. Project management skills and/or supervisory ability.

System Approval: 7/25/05

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This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity and it is not a substitute for the specific job description of the individual position.