

## ANALYTICAL INSTRUMENTATION ENGINEER IV

### Function of Job:

Under limited general supervision of the department or laboratory director or other university official, manage and provide service and support to the general academic and research community by maintaining and/or supervising the maintenance of scientific instrumentation throughout the University System of New Hampshire.

### Characteristic Duties and Responsibilities:

1. Supervise and perform the maintenance and repair of various teaching and research equipment in university laboratories, and ensure proper documentation thereof.
2. Supervise, coordinate, evaluate, train, and review work of assigned staff members.
3. Evaluate preventative maintenance procedures for teaching and research instrumentation, recommending improvements as needed.
4. Evaluate and review data and records of repairs and maintenance performed on teaching and research instrumentation, recommending changes as needed.
5. Act as primary contact person and make independent decisions in matters involving other departments, units or organizations regarding equipment servicing and relevant resource allocation.
6. Assist with coordination of the unit's financial affairs, including budget recommendations, preparation, and expenditure control.
7. Consult on special instrument projects in the research community.
8. Evaluate and review parts inventory.
9. Serve as a resource for design and development of unavailable equipment/instrument parts.
10. Perform other duties as assigned.

### Minimum Acceptable Qualifications:

1. Master's degree in appropriate field of engineering and six years of related experience or combination of directly related higher education and experience equal to twelve years.
2. 2+ years of supervisory experience.
3. 3 + years experience providing customer service and/or working in a team environment.
4. Knowledge of management/administrative principles, practices, methods, and techniques.
5. Experience with and knowledge of troubleshooting electronic and electro-mechanical equipment.
6. Proficiency with computers and various software applications and software programming (e.g., Microsoft Office, Lotus Smart-suite, Windows XP, Unix, Visual Basic, LabView) as required by department.
7. Proficiency with various test equipment. (e.g., multimeters, oscilloscopes, resistive thermal devices).
8. Proficiency with hand and small power tools (e.g., screwdrivers, pliers, power drill, soldering iron).
9. Proficiency in the use of analytical instruments and equipment.
10. Excellent communication skills, both verbal and written.

### Additional Desirable Qualifications:

1. Degree or experience in business.
2. Experience in a college/university environment.
3. Project management skills.

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.*