JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Machinist

Job Code: 6939

Salary Grade: S07

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Designs and fabricates components and instruments for advanced research or specialized training.

- Assists engineers in construction and assembly of mechanical systems and other components.
- Hand assembles mechanical systems and components made by others. Fabricates components or machines parts using milling/machine shop equipment.
- Advises on use, limitations, design and construction of instruments and equipment.
- Performs quality control tests.
- Modifies existing equipment and instruments to meet specialized needs. Repairs and makes adjustments.
- Prepares substantiating reports such as feasibility statements, preliminary cost estimates and modification cost estimates.
- Presents and explains drawings, diagrams, and reports as requested.
- Assists faculty and students with various projects.
- Performs various duties as needed to successfully fulfill the functions of the position.

Minimum Requirements

Education:

Required: Associate's degree.

Equivalency/Substitution: Will accept 24 months' experience in lieu of the Associate's degree for a total of 54 months of related experience.

Experience:

Required: 30 months of machinist, electronics or engineering experience.

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Highly organized and able to handle multiple projects and deadlines
- Able to communicate well and build rapport quickly with students, faculty and staff
- Able to work well with interdepartmental teams and initiatives
- Willingness to work as an integral part of a high-energy team of engineers and scientists
- Strong desire to learn new technical skills
- Ability to multitask effectively in support of multiple projects
- Detail oriented for accuracy of data and information

Working Conditions

Physical:
Ability to engage in repetitive motions. Lift up to 50 lbs.

Environmental:
Exposure to loud noises and chemicals. Willingness to wear earplugs, safety goggles, and other protective clothing.

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