

New Mexico State University  
Professional Position Description

POSITION TITLE: Systems Technologist III

POSITION SUMMARY: To provide field engineering support in order to fulfill PSL contractual obligations.

KEY DUTIES AND RESPONSIBILITIES:

- Supervises, directs, delegates, and evaluates work of assigned staff.
- Serves as lead technician in providing electronic/mechanical support.
- Designs, fabricates, test, evaluates, modifies, repairs, and operates electronic systems and test equipment.
- Coordinates training of subordinates consistent with existing procedures and policies; participates in design/program reviews.
- Provides technical assistance to co-workers and customers at the project management level for problem resolution.
- Develops safety procedures relating to electronic fabrication and ensures safe working environment.
- Prepares detailed procurement specifications for use in competitive bids.
- Develops technical drawings, schematics, and reports as required by contracts.
- Researches new methods and techniques for use in designing and fabricating electronic systems and equipment.
- Responds to complaints and grievances.
- Performs related duties as required.

QUALIFICATIONS:

Knowledge of: University and department policies and procedures; electrical and electronic theory; fabrication and troubleshooting techniques; soldering, wire-wrapping, and assembly techniques; computer language and operating systems; principles and practices of organization and administration; principles of supervision, training, and performance evaluation.

Skill in: Short- and long-range planning; problem analysis and resolution; report preparation and presentation; public contact and relations; research methods.

Ability to: Direct, evaluate, train, and supervise the work of assigned personnel; communicate effectively in written and oral form; develop and maintain effective working relationships; maintain accurate and orderly records use independent judgment and initiative; organize and direct several activities; analyze and evaluate information; operate a computer and various electronic equipment; generate, read, and interpret schematic, functional flow, and wiring diagrams; interpret military standards.

REQUIRED EDUCATION AND EXPERIENCE:

A typical way to obtain this knowledge, skill and ability would be:

- Bachelor's degree in engineering technology or related field.
- 5-7 years of related experience.

OR

- Any equivalent combination of education and experience.