



NEW MEXICO STATE UNIVERSITY  
HUMAN RESOURCES SERVICES  
POSITION CLASSIFICATION DESCRIPTION

**Position Classification Title:** Asst Dir, Research Division

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Assists in the direction and implementation of the research and development policies, objectives, and initiatives of an externally funded program. Ensures research and development activities will align with the program's quality system in accordance with customer and contractor requirements.

**Standard Duties:**

Provides leadership and management for a program's research and development activities. Obtains contracts and funding. Develops test capabilities to support the program and production test requirements. Provides efforts to enhance current products and develops new technologies and products. Evaluates and develops improved techniques for the control of research and development activities. Acts as liaison with external parties to procure services and materials for the program.

**Knowledge, Skills and Abilities:**

A variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

short- and long-term planning; problem analysis and resolution; report preparation and presentation; interpersonal and organizational communication, both oral and written.

Lead and direct the work of others. Ability to act with a wide degree of creativity and latitude.

**Minimum Qualifications:**

Education- Bachelor's degree in a related field.

Experience- Ten (10) years of increasingly progressive management experience in one or more areas that report to this position.

Equivalency- None

Certifications/License-

Departmental Requirements-

Special Requirements-



NEW MEXICO STATE UNIVERSITY  
HUMAN RESOURCES SERVICES  
POSITION CLASSIFICATION DESCRIPTION

**Position Classification Title:** Balloon Engr

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

To fulfill PSL contractual obligations in a timely cost effective manner through the design and implementation of electronic systems.

**Standard Duties:**

Supervises, directs, delegates, and evaluates work of assigned staff. Designs, electronic systems and circuits. Fabricates, tests, verifies and integrates systems. Troubleshoots and repairs equipment. Assists in proposal preparation as required. Assesses technical specifications and issues procurement requests. Coordinates project personnel and activities to ensure timely project completion. Prepares design documentation including technical text, illustrations, tables and schematics as requested. Instructs and trains in methods and procedures. Performs related duties as required.

**Knowledge, Skills and Abilities:**

Knowledge of university and department policies and procedures; principles and practices of organization and administration; principles of supervision, training and performance evaluation; electronics; computer programming and hardware; electromagnetic.

Skill in short- and long-range planning; problem analysis and resolution; public contact; research methods.

Ability to direct, evaluate, train and supervise the work of assigned personnel; communicate effectively in oral and written form

**Minimum Qualifications:**

Education- Bachelor's degree in a related field.

Experience- Three (3) years of professional experience directly related to the standard duties as outlined.

Equivalency- None

Certifications/License-

Departmental Requirements-

Special Requirements-



NEW MEXICO STATE UNIVERSITY  
HUMAN RESOURCES SERVICES  
POSITION CLASSIFICATION DESCRIPTION

**Position Classification Title:** Balloon Engr, Specialist

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

To provide technical support to assigned area.

**Standard Duties:**

Repairs and maintains research equipment. Supervises operation of electronics and machine shop. Designs and fabricates new research equipment. Supervises, directs, delegates, and evaluates work of assigned staff. Instructs and trains in methods and procedures. Specifies and purchases parts and supplies. Performs related duties as required.

**Knowledge, Skills and Abilities:**

Knowledge of university and department policies and procedures principles and practices of organization and administration; principles of supervision , training and performance evaluation; electronics, optics, hydraulics, and electromechanics; machine shop practices; mechanical fabrication and repair.

Skill in short- and long-range planning; problem analysis and resolution; public contact; 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; use independent judgment and initiative; organize and direct several activities; analyze and evaluate information.

**Minimum Qualifications:**

Education- Bachelor's degree in a related field.

Experience- Ten (10) years of professional experience directly related to the standard duties as outlined.

Equivalency- None

Certifications/License-

Departmental Requirements-

Special Requirements-



NEW MEXICO STATE UNIVERSITY  
HUMAN RESOURCES SERVICES  
POSITION CLASSIFICATION DESCRIPTION

**Position Classification Title:** Balloon Tech Mechanic, Assc

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Non-Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Under direct supervision, performs basic and routine work in the areas of fabrication, installation and testing of mechanical systems or sub-systems. Assists senior technicians or engineers in the rigging functions to support the launch of scientific balloons and payloads.

**Standard Duties:**

Assists in the fabrication, installation and testing of mechanical units, systems, sub-systems or models from specific drawings and schematic diagrams. Operates standard test equipment and instruments. Records data. Performs preventative maintenance on light vehicles and equipment, documents and files records for same. Operates applicable equipment and performs functions to assist with the launch and recovery of scientific payloads and balloons. Supports field operations which could require travel for periods up to eight weeks or more several times a year both in the United States and overseas.

**Knowledge, Skills and Abilities:**

Knowledge/experience with stick and heli-arc welding desired. Knowledge/experience with forklift and heavy equipment operation desired. Knowledge of methods and techniques involved with assembly and testing of mechanical hardware. Knowledge of basic mechanical theory and application.

Skill in the use of hand and power tools, especially industrial sewing machine desired. Skill in the use of mechanical test equipment, i.e. pressure gauges, load cells, and scales.

Ability to perform and document preventative maintenance on light equipment. Ability to perform strenuous physical activities, i.e. recurrent walking, bending, climbing and lifting 50 pounds or more. Ability to follow oral and written instructions and to establish working relations with associates.

**Minimum Qualifications:**

Education- High School diploma or GED certificate.

Experience- Two (2) years of experience related to the standard duties as outlined.

Equivalency- Completion of a post-secondary degree or certificate may substitute for years of experience.

Certifications/License-

Departmental Requirements-

Special Requirements-



NEW MEXICO STATE UNIVERSITY  
HUMAN RESOURCES SERVICES  
POSITION CLASSIFICATION DESCRIPTION

**Position Classification Title:** Balloon Tech Mechanic, Inter

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Non-Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Fabricates, installs and tests mechanical units, systems, subsystems or models from specific drawings and schematic diagrams. Operates standard test equipment and instruments and record data. Performs preventative maintenance on light vehicles and equipment, document and file records. Operates applicable equipment and perform functions to assist with the launch and recovery of scientific payloads and balloons. Supports operations in the field which could require travel to remote locations.

**Standard Duties:**

Responsible for inspecting, testing, fabrication, and repair of launch equipment large and small. Repairs and maintains launch vehicles, calibrates and tests electronic ballast releasing valves; tests and repairs parachutes and constructs crush pads. Responsible for working with others providing technical support during pre-flight preparation. Responsible for working as part of a team during balloon launch and payload recovery phases. When balloon is terminated assists in locating & recovering balloon, parachute and science payload. Responsible for participating in scientific payload and balloon recovery. Travels to remote sites and recover very expensive, large, heavy payloads and balloons using heavy equipment.

**Knowledge, Skills and Abilities:**

Knowledge of methods and techniques involved with assembly and testing of mechanical hardware; basic mechanical theory and application  
Skill in the use of hand and power tools, industrial sewing machine desired; use of mechanical test equipment, i.e. pressure gauges, load cells, and scales.  
Ability to perform and document preventative maintenance on light equipment; acquire Class A License with HazMat Endorsements.

**Minimum Qualifications:**

Education- Associate's degree in a related field.

Experience- Three (3) years of experience related to the standard duties as outlined.

Equivalency- Any equivalent combination of education, training and/or experience as approved by Human Resource Services.

Certifications/License-

Departmental Requirements-

Special Requirements-



**NEW MEXICO STATE UNIVERSITY**  
**HUMAN RESOURCES SERVICES**  
**POSITION CLASSIFICATION DESCRIPTION**

**Position Classification Title:** Balloon Tech Mechanic, Sr

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Non-Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Supervises and performs highly skilled mechanical flight support required for the scientific balloon program consisting of pre-flight, launch and recovery preparation and procedures. Responsible for the operation, maintenance and repair of specialized equipment used in support of the launch and recovery tasks. Provides assistance from aircraft during flight and terminate operations of scientific payloads as assigned. Coordinates ground recovery operations after impact of science. Operate and maintain heavy equipment. Weld and fabricate aluminum and steel for construction and support of scientific payloads.

**Standard Duties:**

Assists payload pickup, equipment layout, gas computation and inspection of flight hardware prior to inflation. Assists and supervises in flight hardware fabrication, assembly and inspection. Supervises and assists in all aspects of ground recovery. Contacts with land owners and secures proper equipment to complete recovery operations. Supports extended operations in remote locations. Responsible for logistics, packing, shipping of all equipment to remote locations. Assigns duties to prepare hardware and various equipment for remote locations. Operates launch vehicles during balloon launch operations. Designs, manufacture equipment from steel and aluminum. Reads blueprints and uses associated tools.

**Knowledge, Skills and Abilities:**

Knowledge of methods and techniques involved with assembly and testing of mechanical hardware; basic mechanical theory and application

Skill in the use of hand and power tools, industrial sewing machine desired; use of mechanical test equipment, i.e. pressure gauges, load cells, and scales.

Ability to perform and document preventative maintenance on light equipment; acquire Class A License with HazMat Endorsements.

**Minimum Qualifications:**

Education- Associate's degree in a related field.

Experience- Five (5) years of experience related to the standard duties as outlined.

Equivalency- Any equivalent combination of education, training and/or experience as approved by Human Resource Services.

Certifications/License-

Departmental Requirements-

Special Requirements-



**NEW MEXICO STATE UNIVERSITY**  
**HUMAN RESOURCES SERVICES**  
**POSITION CLASSIFICATION DESCRIPTION**

**Position Classification Title:** Balloon Tech Mechanic, Ld

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Non-Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

To perform manufacturing, maintenance, inspection and repair of flight hardware. Provide design input and improve reliability of mechanical assemblies. Support visiting science groups in design and fabrication of assemblies and fixtures for balloon flights.

**Standard Duties:**

Manufactures, inspects, maintains and repairs flight hardware. Assists science groups in design and manufacture of fixtures and assemblies required for flight. Designs and manufactures new and improved flight hardware using newer methods and technology. Tests and meets flight requirements for safety and reliability to achieve customer approval. Maintains and repairs equipment as needed for safe and efficient operation. Responsible for procurement and inventory, of machine shop supplies and equipment. Insures the safety of the equipment and personnel in the operation of the machine shop.

**Knowledge, Skills and Abilities:**

Knowledge of methods and techniques involved with assembly and testing of mechanical hardware; basic mechanical theory and application  
 Skill in the use of hand and power tools, industrial sewing machine desired; use of mechanical test equipment, i.e. pressure gauges, load cells, and scales.  
 Ability to perform and document preventative maintenance on light equipment; acquire Class A License with HazMat Endorsements.

**Minimum Qualifications:**

Education- Associate's degree in a related field.  
 Experience- Eight (8) years of experience directly related to the standard duties as outlined.  
 Equivalency- Any equivalent combination of education, training and/or experience as approved by Human Resource Services.  
 Certifications/License-  
 Departmental Requirements-  
 Special Requirements-



**NEW MEXICO STATE UNIVERSITY**  
**HUMAN RESOURCES SERVICES**  
**POSITION CLASSIFICATION DESCRIPTION**

**Position Classification Title:** Balloon Tech Mechanic, Spec

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Non-Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Responsible for direct supervision mechanical technicians engaged in providing highly skilled technical support to NASA's Balloon Program which includes pre-flight, launch, flight and recovery operations. Supervises the operation, maintenance and repair of specialized equipment used in support of the balloon launch and recovery tasks.

**Standard Duties:**

Supervision of employees. Provides technical support and on the job training for subordinates. Responsible for guidance and safety during launch, flight and recovery ops. Monitors employees, co-ordinate with FAA, resolves real time recovery issues. Serves as interface between CSBF and NASA customers. Resolves mechanical issues between CSBF and scientist equipment. Maintain equipment and supplies. Performs inventory, generates PR's for expendables. Consults on Balloon Launch Plans with supervisors, scientists, etc. Provides logistical support and planning. Long term planning of balloon operations both domestic and international.

**Knowledge, Skills and Abilities:**

Knowledge of methods and techniques involved with assembly and testing of mechanical hardware; basic mechanical theory and application

Skill in the use of hand and power tools, industrial sewing machine desired; use of mechanical test equipment, i.e. pressure gauges, load cells, and scales.

Ability to perform and document preventative maintenance on light equipment; acquire Class A License with HazMat Endorsements.

**Minimum Qualifications:**

Education- Associate's degree in a related field.

Experience- Ten (10) years of experience directly related to the standard duties as outlined.

Equivalency- Any equivalent combination of education, training and/or experience as approved by Human Resource Services.

Certifications/License-

Departmental Requirements-

Special Requirements-



NEW MEXICO STATE UNIVERSITY  
HUMAN RESOURCES SERVICES  
POSITION CLASSIFICATION DESCRIPTION  
(REV. 09/2011)

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**Position Classification**

**Title:**

**Position Classification**

**Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Non-Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Responsible for direct supervision mechanical technicians engaged in providing highly skilled technical support to NASA Balloon Program which includes pre-flight, launch, flight and recovery operations. Supervises the operation, maintenance and repair of specialized equipment used in support of the balloon launch and recovery tasks.

**Standard Duties:**

Supervision of employees. Evaluates work of assigned staff. Directs and delegates assigned staff while providing technical support and on the job training for subordinates. Responsible for guidance and safety during launch, flight and recovery ops. Monitors employees, co-ordinate with FAA, resolves real time recovery issues. Serves as interface between CSBF and NASA customers. Resolves mechanical issues between CSBF and scientist equipment. Maintain equipment and supplies. Performs inventory, generates PR's for expendables. Consults on Balloon Launch Plans with supervisors, scientists, etc. Provides logistical support and planning. Long term planning of balloon operations both domestic and international.

**Knowledge, Skills and Abilities:**

Knowledge of methods and techniques involved with assembly and testing of mechanical hardware; basic mechanical theory and application.

Skill in the use of hand and power tools, industrial sewing machine desired; use of mechanical test equipment, i.e. pressure gauges, load cells, and scales.

Ability to perform and document preventative maintenance on light equipment.

**Minimum Qualifications:**

Education- Associate's degree in a related field.

Experience- Fifteen (15) years of experience directly related to the standard duties as outlined.

Equivalency- Any equivalent combination of education, training and/or experience as approved by Human Resource Services.

Certifications/License-

Departmental Requirements-



**NEW MEXICO STATE UNIVERSITY**  
**HUMAN RESOURCES SERVICES**  
**POSITION CLASSIFICATION DESCRIPTION**

**Position Classification Title:** CSBF Elect Techn, Assc

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Non-Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Under direct supervision, provides basic electrical technical support to engineering or manufacturing in the development, analysis, and maintenance of processes, products, or equipment. Often works in a particular discipline. Performs basic tests and diagnoses of systems, production processes, controls, test procedures, instruments, equipment, products, or product performance. Insures process controls are in operation and achieving desired effect. Monitors, adjusts, calibrates, maintains, and/or repairs simple manufacturing or test equipment, instruments, and fixtures.

**Standard Duties:**

Assists in the planning and layout of experimental and scientific electronic equipment. Assists in the fabrication and installation of electronic assemblies and equipment from blueprints, diagrams and specifications provided. Maintains electronic equipment which includes testing, lubricating, adjusting and aligning. Assists in locating and correcting defects in electronic assemblies and systems, which includes making appropriate repairs. Assists in the preparation of project documentation such as schematics and wiring diagrams, to describe and illustrate systems operating characteristics. Requisitions electronic parts and materials, ensuring adequate supply is available.

**Knowledge, Skills and Abilities:**

Knowledge of basic electronic theory and application. Knowledge of digital and analog circuitry desirable. Knowledge of the tools, equipment and materials used in electronic testing, fabrication, repair and maintenance. Skill in reading electronic schematics and wiring diagrams to perform standardized testing and troubleshooting of circuits. Skill in the use and care of tools and equipment used in the work. Skill in record keeping for documentation purposes. Ability to effectively communicate, follow oral and written instructions and establish and maintain effective working relationships with associates. Ability to lift 50 pounds.

**Minimum Qualifications:**

Education- High School diploma or GED certificate.

Experience- Two (2) years of experience related to the standard duties as outlined.

Equivalency- Completion of a post-secondary degree or certificate may substitute for years of experience.

Certifications/License-

Departmental Requirements-

Special Requirements-



## NEW MEXICO STATE UNIVERSITY

## HUMAN RESOURCES SERVICES

## POSITION CLASSIFICATION DESCRIPTION

**Position Classification Title:** CSBF Elect Techn, Inter

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Non-Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Under general supervision, in addition to the responsibilities of Electronics Technologist - Associate provides routine support and tests and diagnoses. Prepares materials, components, and assemblies for evaluation. Interprets engineering change orders, blueprints, diagrams, sketches, photographs, or other process and product documentation as they relate to assigned duties. Participates in the development of process control manuals/documentation. Works cooperatively with other personnel and functions to exchange information and resolve problems. Provides training to quality production operators. Serves as a technical resource to production personnel.

**Standard Duties:**

Performs independently in the troubleshooting, repair and maintenance of electronic equipment; performs modifications according to engineering specifications; decides priority of repair, maintenance and modification; Fabricates, tests, and installs experimental circuitry or complete prototype model according to engineering instructions and technical manuals; Assists in the layout and design, fabrication, testing and installation of AC and DC circuits such as power supplies; sets specifications; determines method, considering factors such as cost, time and labor; Coordinates with faculty, researchers and/or engineers regarding design requirements and application of electronic research equipment; Provides technical assistance to faculty, staff and students in the operation of equipment and in the purchase of electronic equipment and supplies; Develops or directs the set-up of test equipment and the appropriate testing of new or experimental equipment; analyzes performance and reliability and summarizes the results; Maintains labor and material cost records and requisitions materials, supplies and equipment; Develops product documentation as needed; Coordinates the activities of subordinates.

**Knowledge, Skills and Abilities:**

Knowledge of electrical and electronic theory, and digital and analog circuitry. Knowledge of design concepts, maintenance requirements, troubleshooting and fabrication techniques. Knowledge of computer languages and operating systems.

Skill in short and long-range planning. Skill in problem analysis and resolution. Skill in soldering and assembly techniques.

Ability to read and interpret schematics, functional flow and wiring diagrams. Ability to fabricate, install, and test electronic equipment and printed circuit boards.

**Minimum Qualifications:**

Education- High School diploma or GED certificate.

Experience- Three (3) years of experience related to the standard duties as outlined.

Equivalency- Completion of a post-secondary degree or certificate may substitute for years of experience.

Certifications/License-

Departmental Requirements-

Special Requirements-



NEW MEXICO STATE UNIVERSITY  
HUMAN RESOURCES SERVICES  
POSITION CLASSIFICATION DESCRIPTION

**Position Classification Title:** CSBF Elect Techn,Sr

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Non-Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Lays out, builds, tests, troubleshoots, repairs, designs, and modifies developmental and production electronic components, parts, equipment, and systems such as computer equipment, test equipment, machine tool numerical controls, and specialized systems and/or equipment. Applies principles and theories of electronics and electrical circuitry, engineering mathematics, electronic and electrical testing, and physics. May coordinate the functions of an engineering laboratory; assists students, engineers, and/or faculty in design and preparation of lab experiments. May be responsible for inventory or electronic components, parts, equipment, and systems.

**Standard Duties:**

Discusses layout and assembly procedures and problems with engineers, researchers, or other professionals; draws sketches to clarify design details and functional criteria of electronic units. Assembles experimental circuitry or complete prototype models according to engineering instructions, technical manuals, and knowledge of electronic systems and components. Recommends changes in circuitry or installation specifications to simplify assembly and maintenance. Sets up standard or complex test apparatus or devises test equipment and circuitry to conduct functional, operational, environmental, and life tests to evaluate performance and reliability of prototype or production models. Performs routine hardware and software maintenance and assists in proper upkeep and utilization of systems. Analyzes and interprets test data. Adjusts, calibrates, aligns, and modifies circuitry and components and records effects on unit performance. Maintains technical documentation; writes technical reports and develops charts, graphs, and schematics to describe and illustrate system's operating characteristics, malfunctions, deviations from design specifications, and functional limitations for consideration by engineers in broader determinations affecting system design and laboratory procedures. May operate bench lathes, drills, or other machine tools to fabricate parts, such as coils, terminal boards, and chassis. May check functioning of newly installed equipment to evaluate system performance under actual operating conditions. Supervises lab experiments; as appropriate, supervises other technical personnel; may coordinate the functions of an engineering laboratory. May maintain inventory of parts and supplies; orders materials as needed. Performs miscellaneous job-related duties as assigned.

**Knowledge, Skills and Abilities:**

Knowledge of electrical and electronic theory, and digital and analog circuitry. Knowledge of design concepts, maintenance requirements, troubleshooting and fabrication techniques. Knowledge of computer languages and operating systems.

Skill in short and long-range planning. Skill in problem analysis and resolution. Skill in soldering and assembly techniques.

Ability to read and interpret schematics, functional flow and wiring diagrams. Ability to fabricate, install, and test electronic equipment and printed circuit boards.

**Minimum Qualifications:**

Education- Bachelor's degree in a related field.

## Position Classification Description

Experience- One (1) year of experience related to the standard duties as outlined.

Equivalency- Any equivalent combination of education, training and/or experience as approved by Human Resource Services.

Certifications/License-

Departmental Requirements-

Special Requirements-



**NEW MEXICO STATE UNIVERSITY**  
**HUMAN RESOURCES SERVICES**  
**POSITION CLASSIFICATION DESCRIPTION**

**Position Classification Title:** CSBF Elect Techn, Ld

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Non-Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Under minimal supervision, fabricates, assembles and tests complex electronic systems, documenting and evaluating the test results in terms of operational success on high altitude balloon flights. Suggests modifications to existing flight hardware. Provides technical support to staff engineers and scientists to insure successful interface between flight hardware and the payload. Works independently to provide downrange telemetry support for remote and foreign campaigns. Provides field supervision for the electronics section in the areas of reporting, scheduling, and assignment of work. Assures operational sufficiency in quality of workmanship, equipment readiness, and operations of electronic systems and test equipment used in support of local and remote operations of the NASA High Altitude Research Balloon Program.

**Standard Duties:**

Orders equipment, materials and supplies. Ships equipment, supplies, and contract deliverables. Receives incoming equipment and supplies. Estimates costs for new tasks and tracks costs for existing tasks. Maintains and updates database including purchase orders, shipping documents and schedules. Coordinates training on new equipment and systems. Performs related duties as required.

**Knowledge, Skills and Abilities:**

Knowledge of electrical and electronic theory, and digital and analog circuitry. Knowledge of troubleshooting and fabrication techniques. Knowledge of computer languages and operating systems.

Skill in problem analysis and resolution. Skill in soldering, wire wrapping, crimping, component placement and routing of printed circuit design.

Ability to direct, evaluate, train and supervise the work of assigned personnel. Ability to communicate effectively in written and oral forms; develop, maintain, and capitalize on effective working relationships. Ability to read and interpret schematics, functional flow and wiring diagrams.

**Minimum Qualifications:**

Education- Bachelor's degree in a related field.

Experience- Three (3) years of experience directly related to the standard duties as outlined.

Equivalency- Any equivalent combination of education, training and/or experience as approved by Human Resource Services.

Certifications/License-

Departmental Requirements-

Special Requirements-



**NEW MEXICO STATE UNIVERSITY**  
**HUMAN RESOURCES SERVICES**  
**POSITION CLASSIFICATION DESCRIPTION**

**Position Classification Title:** CSBF Elect Techn, Spec

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Non-Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

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

**Standard Duties:**

Supervises, directs, delegates, and evaluates work of assigned staff. Serves as lead technician in providing electronic/mechanical support. Designs, fabricates, tests, 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.

**Knowledge, Skills and Abilities:**

Knowledge of university and department policies and procedures; electrical and electronic theory; fabrication and troubleshooting techniques; soldering, wire-wrapping, and assembly techniques; computer languages 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; public contact and relations; research methods.

Ability to direct, train, evaluate 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.

**Minimum Qualifications:**

Education- Bachelor's degree in a related field.

Experience- Five (5) years of experience directly related to the standard duties as outlined.

Equivalency- Any equivalent combination of education, training and/or experience as approved by Human Resource Services.

Certifications/License-

Departmental Requirements-

Special Requirements-



NEW MEXICO STATE UNIVERSITY  
HUMAN RESOURCES SERVICES  
POSITION CLASSIFICATION DESCRIPTION  
(REV. 09/2011)

Position Classification Title: CSBF Electronic Technical Supervisor

CSBF Working Title: Electronics Department Supervisor/Electronics Shop Foreman II/Assistant Supervisor

Position Classification Code:

Job Family: Instruct/Research/Pub Srvc

Pay Level:

Exempt Status: Non-Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

To provide field electronic technical support in order to fulfill PSL contractual obligations

**Standard Duties:**

Supervises, directs, delegates, and evaluates work of assigned staff. Serves as lead technician in providing electronic technical support. Designs, fabricates, tests, 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. Performs related duties as required.

**Knowledge, Skills and Abilities:**

Knowledge of NASA, university and department policies and procedures; electrical and electronic theory; fabrication and troubleshooting techniques, soldering, wire-wrapping, and assembly techniques; computer languages 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; public contact and relations; research methods

Ability to direct, train, evaluate 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

**Minimum Qualifications:**

Education- Bachelor's degree in Electronic Engineering Technology (EET) or related field with a minimum of seven (7) years of related experience, OR Associate degree in a related field with a minimum of ten (10) years of related experience; OR Equivalent military education and experience in EET (DD214 form is required); OR Any equivalent combination of education, training and/or experience as approved by Human Resource Services.

**Special Requirements-**

**NEW MEXICO STATE UNIVERSITY  
HUMAN RESOURCES SERVICES  
POSITION CLASSIFICATION DESCRIPTION**

**Position Classification Title:** CSBF Network Developer, Senior

**Position Classification Code:**

**Job Family:** Information Technology

**Pay Level:**

**Exempt Status:** Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Under minimum supervision, performs work that is varied and difficult. May be assisted by entry/junior or intermediate level personnel. Provides functional and empirical analysis related to the planning, design, installation, and implementation of the network infrastructure. Performs remedial maintenance of file servers and network devices including the restoration of hardware and software. Anticipates and mitigates potential attacks through network or other connections to ensure the security of the system. Works with end users and vendors to resolve network hardware/software issues. May develop and administer end user training to achieve efficient utilization LAN/WAN.

**Standard Duties:**

Analyzes CSBF needs regarding use of network equipment and services, and provides planning, leadership, direction, and technical expertise to the facility on local and wide area network services. Assists in strategic and long-range planning for facility network services. Identifies and coordinates all local CSBF network application services. Provides advice and assistance and serves as a key resource person to system and campus administrators concerning network services facilities. Provides technical oversight and assignment, supervision, and review of work performed by team members, may supervise and/or lead lower graded staff and/or student employees. Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems. Performs miscellaneous job-related duties as assigned.

**Knowledge, Skills and Abilities:**

Knowledge of current technological developments/trends in area of expertise. Knowledge of customer service standards and procedures. Knowledge of all aspects of network services facilities.

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

Ability to plan and guide the development, installation, maintenance and repair of computer network systems. Ability to identify and resolve computer system malfunctions and operational problems. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Ability to communicate technical information to non-technical personnel.

**Minimum Qualifications:**

Education- Bachelor's degree in Computer Science or related field.

Experience- Five (5) years of experience directly related to the standard duties as outlined.

Equivalency- None

Special Requirements-



NEW MEXICO STATE UNIVERSITY  
HUMAN RESOURCES SERVICES  
POSITION CLASSIFICATION DESCRIPTION

**Position Classification Title:** Engineer, Assc

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Under direct supervision, assists in the performance of an assortment of engineering duties such as the planning of manufacturing, and the installation, operation, and maintenance of electrical apparatus. Provides support in the use of electrical devices and energy for commercial, domestic, and industrial use. Works directly with engineers in other disciplines to augment production size and value.

**Standard Duties:**

Draws up plans and specifications for projects, using computer-assisted engineering and design software. Estimates material, construction, and labor costs, and project timescales. Tests installations and systems, and analyzes data observing all applicable electrical and construction safety regulations. May provide assistance with the oversight of inspection and maintenance programs. May attend meetings, write reports and give presentations to managers and clients as required.

**Knowledge, Skills and Abilities:**

Knowledge and understanding of principles, procedures, regulations, and standards applicable to the job. A comprehensive understanding of electrical health and safety regulations. Understanding of the University's mission, vision and goals.

Excellent communication skills. Excellent math, science, technology and IT skills. Excellent team-working and people skills. Good budgetary skills. Strong decision-making skills.

The ability to analyze complex problems and assess possible solutions. The ability to explain design ideas clearly. The ability to prioritize and plan effectively.

**Minimum Qualifications:**

Education- Bachelor's degree in Engineering.

Experience- No previous work experience required.

Equivalency- None

Certifications/License-

Departmental Requirements-

Special Requirements-



NEW MEXICO STATE UNIVERSITY  
HUMAN RESOURCES SERVICES  
POSITION CLASSIFICATION DESCRIPTION

**Position Classification Title:** Engineer, Inter

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Under general supervision, performs an assortment of engineering duties such as the planning of manufacturing, and the installation, operation, and maintenance of electrical apparatus. Performs complex activities in the use of electrical devices and energy for commercial, domestic, and industrial use. Works directly with engineers in other disciplines to augment production size and value.

**Standard Duties:**

May carry out feasibility studies for new technical innovations. Draws up plans and specifications for projects, using computer-assisted engineering and design software. Estimates material, construction, and labor costs, and project timescales. May coordinate technicians and craftspeople. Tests installations and systems, and analyzing data making sure projects meet electrical and construction safety regulations. Oversees inspection and maintenance programs. Attends meetings, writing reports and giving presentations to managers and clients.

**Knowledge, Skills and Abilities:**

Knowledge and understanding of principles, procedures, regulations, and standards applicable to the job. A comprehensive understanding of electrical health and safety regulations. Understanding of the University's mission, vision and goals.

Excellent communication skills. Excellent math, science, technology and IT skills. Excellent team-working and people skills. Good budgetary skills. Strong decision-making skills.

The ability to analyze complex problems and assess possible solutions. The ability to explain design ideas clearly. The ability to prioritize and plan effectively.

**Minimum Qualifications:**

Education- Bachelor's degree in Engineering.

Experience- Three (3) years of professional experience related to the standard duties as outlined.

Equivalency- None

Certifications/License-

Departmental Requirements-

Special Requirements-



**NEW MEXICO STATE UNIVERSITY**  
**HUMAN RESOURCES SERVICES**  
**POSITION CLASSIFICATION DESCRIPTION**

**Position Classification Title:** Engineer, Sr

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Under general direction, performs an assortment of complex engineering duties such as the planning of manufacturing, and the installation, operation, and maintenance of electrical apparatus. Provides existing support to activities in the use of electrical devices and energy for commercial, domestic, and industrial use. Works directly with engineers in other disciplines to augment production size and value. May provide work leadership and training to lower level professional and technical staff.

**Standard Duties:**

Carries out feasibility studies for new technical innovations. Draws up plans and specifications for moderately complex projects, using computer-assisted engineering and design software. Estimates material, construction, and labor costs, and project timescales. May coordinate the work of other engineers, technicians and craftspeople. Tests installations and systems, and analyzes data making sure projects meet electrical and construction safety regulations. Oversees inspection and maintenance programs. Attends meetings, writes reports and gives presentations to managers and clients.

**Knowledge, Skills and Abilities:**

Knowledge and understanding of principles, procedures, regulations, and standards applicable to the job. A comprehensive understanding of electrical health and safety regulations. Understanding of the University's mission, vision and goals.

Excellent communication skills. Excellent math, science, technology and IT skills. Excellent team-working and people skills. Good budgetary skills. Strong decision-making skills.

The ability to analyze complex problems and assess possible solutions. The ability to explain design ideas clearly. The ability to prioritize and plan effectively.

**Minimum Qualifications:**

Education- Bachelor's degree in Engineering.

Experience- Five (5) years of professional experience directly related to the standard duties as outlined.

Equivalency- None

Certifications/License-

Departmental Requirements-

Special Requirements-



NEW MEXICO STATE UNIVERSITY  
HUMAN RESOURCES SERVICES  
POSITION CLASSIFICATION DESCRIPTION

**Position Classification Title:** Engineer,Ld

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Under general direction, has duties of instructing, directing, and checking the work of other electrical engineers. Performs an assortment of complex engineering duties such as the planning of manufacturing and the installation, operation, and maintenance of electrical apparatus. Provides existing support to activities in the use of electrical devices and energy for commercial, domestic, and industrial use. Works directly with engineers in other disciplines to augment production size and value. May provide work leadership and training to lower level professional and technical staff. May act as internal consultant providing technical guidance on most complex projects. This is the highest level non-management position.

**Standard Duties:**

Carries out feasibility studies for new technical innovations. Draws up plans and specifications for complex projects, using computer-assisted engineering and design software. Estimates material, construction, and labor costs, and project timescales. Coordinates the work of other engineers, technicians and craftspeople. Tests installations and systems, and analyzes data making sure projects meet electrical and construction safety regulations. Oversees large inspection and maintenance programs. May lead project meetings, writes reports and gives presentations to managers and clients.

**Knowledge, Skills and Abilities:**

Knowledge and understanding of principles, procedures, regulations, and standards applicable to the job. A comprehensive understanding of electrical health and safety regulations. Understanding of the University's mission, vision and goals.

Excellent communication skills. Excellent math, science, technology and IT skills. Excellent team-working and people skills. Good budgetary skills. Strong decision-making skills.

The ability to analyze complex problems and assess possible solutions. The ability to explain design ideas clearly. The ability to prioritize and plan effectively.

**Minimum Qualifications:**

Education- Bachelor's degree in Engineering.

Experience- Eight (8) years of professional experience directly related to the standard duties as outlined.

Equivalency- None

Certifications/License-

Departmental Requirements-

Special Requirements-



**NEW MEXICO STATE UNIVERSITY**  
**HUMAN RESOURCES SERVICES**  
**POSITION CLASSIFICATION DESCRIPTION**

**Position Classification Title:** Mgr,CSBF Engineer

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Manages all activities of the engineering department. Directs department activities, through subordinates, to design new products, modify existing designs, improve production techniques, and develop test procedures. Analyzes technology trends, human resource needs, and market demand to plan projects. Confers with management, production, and marketing staff to determine engineering feasibility, cost effectiveness, and customer demand for new and existing products. Forecasts operating costs of department and directs preparation of budget requests. Directs personnel activities of department, such as recruitment, hiring, performance evaluations, and salary adjustments. May direct field testing of products and systems performed by field staff.

**Standard Duties:**

Supervise, direct, delegate, and evaluate work of assigned staff. Monitor fabrication efforts, prioritize assignments, track progress. Supervise the day-to-day operations of the LDB Department. Coordinate science integrations, monitor budgets, correspond with customer. Provide lead technical role to other departments, science groups, and NASA. Provide input to new designs, review committees, and software enhancements. Develop and maintain operating policies and procedures. Enhance, review, and develop operating procedures. Supervise budgets of engineering projects under LDB group's control. Maintain spreadsheets to track spending for engineering projects. Conduct readiness reviews, prepare work plans, and establish priorities. Develop and present review presentations, timelines, and prioritize efforts. Instruct and train in methods and procedures. Enhance, review, and develop operating procedures. Make final hiring and firing recommendations.

**Knowledge, Skills and Abilities:**

Knowledge of university and department policies and procedures. Knowledge of the principles and practices of organization and administration; principles of supervision, training and performance evaluation. Knowledge of laboratory and field research; university structure and function.

short- and long-term planning; problem analysis and resolution; report preparation and presentation; interpersonal and organizational communication, both oral and written.

develop and maintain effective working relationships; maintain accurate and orderly records; use independent judgment and initiative; organize and direct activities.

**Minimum Qualifications:**

Education- Bachelor's degree in a related field.

Experience- Five (5) years of professional experience directly related to the standard duties as outlined.

Equivalency- None

Certifications/License-

Departmental Requirements-

Special Requirements-



**NEW MEXICO STATE UNIVERSITY**  
**HUMAN RESOURCES SERVICES**  
**POSITION CLASSIFICATION DESCRIPTION**

**Position Classification Title:** Material Services Tech

**Position Classification Code:**

**Job Family:** Business, Accounting and Finance

**Pay Level:**

**Exempt Status:** Non-Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Performs manual and clerical duties related to shipping, receiving, inspecting, storing, issuing and delivering a variety of materials, equipment, furniture and supplies.

**Standard Duties:**

Counts, weighs or measures incoming or outgoing items to compare identifying information and variety against bills of lading, invoices, orders or other records; examines incoming shipments for damage or shortages and corresponds with shipper to rectify; completes paperwork or forms required for documentation. Determines method of shipment utilizing knowledge of shipping procedures, routes and rates; prepares materials for shipping by weighing, packaging and stamping; prepares necessary shipping forms such as bills of lading. May provide on the job training to other employees and resolves problems utilizing knowledge of shipping/receiving/stock operations. Operates material handling equipment such as forklifts, pallet jacks, hand trucks or dollies to move stock or reorganize storage. Participates in routing, counting and inspecting items while loading and unloading trucks; delivers and returns items. Transports high technology, high dollar cost equipment, laboratory supplies, office supplies, furniture and hazardous materials to customers; secures cargo properly and safely with weight evenly distributed. Performs vehicle inspection as required by Federal and New Mexico State Law; ensures proper documentation and package marking with appropriate placards when moving hazardous materials. Performs minor repairs on stock items or equipment. Participates in ordering or purchasing standard stock items, such as recommending additions or deletions to standard stock items or ordering replenishments within established procedures and limits. Utilizes computerized or automated systems to accomplish tasks.

**Knowledge, Skills and Abilities:**

Knowledge of automated or computerized system operation. Knowledge of record keeping practices. Knowledge of safety practices.

Skill in lifting heavy packages and objects. Skill in operating forklift or other materials handling equipment. Skill in operating large vehicles in tight and congested areas.

Ability to effectively communicate.

**Minimum Qualifications:**

Education- High School diploma or GED certificate.

Experience- No previous work experience required.

Equivalency- None

Certifications/License-

Departmental Requirements-

Special Requirements-



**NEW MEXICO STATE UNIVERSITY  
HUMAN RESOURCES SERVICES**

**POSITION CLASSIFICATION DESCRIPTION**

**Position Classification Title:** Material Services Tech, Sr

**Position Classification Code:**

**Job Family:** Business, Accounting and Finance

**Pay Level:**

**Exempt Status:** Non-Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Performs work related to shipping, receiving, inspecting, storing, issuing and delivering a variety of materials, equipment and supplies.

**Standard Duties:**

Counts, weighs or measures incoming or outgoing items to compare identifying information and variety against bills of lading, invoices, orders or other records; examines incoming shipments for damage or shortages. Prepares materials for shipping by weighing, packaging and stamping. Operates material handling equipment such as forklifts, pallet jacks, hand trucks or dollies to move stock or reorganize storage. Participates in routing, counting and inspecting items while loading and unloading trucks; delivers and returns items. Transports high technology, high dollar cost equipment, laboratory supplies, office supplies, furniture and hazardous materials to customers; secures cargo properly and safely with weight evenly distributed. Ensures proper documentation and package marking with appropriate placards when moving hazardous materials. Performs minor repairs on stock items or equipment. May coordinate activities of subordinates. Ate records of inventory in stockroom and daily operations; completes necessary forms or paperwork for documentation. Designs stockroom layout and oversees rearranging process. Authorizes special orders within procedural and established limits. Oversees and participates in counting, weighing and measuring incoming or outgoing items to compare identifying information and verify against bills of lading, invoices, orders or other records; examines incoming shipments for damage or shortages and corresponds with shipper to rectify; fills out appropriate forms or documents. Fills orders and issues materials and supplies per requests; documents transactions, prepares requisitions and computes costs; keeps records of storeroom inventory. Oversees and participates in ordering or purchasing a variety of stock items such as recommending changes to standard items or stock levels and ordering items using independent judgment within established limits. Determines method of shipment based on knowledge of shipping procedures, routes and rates; packages, weighs and marks container for shipment; prepares necessary forms such as bills of lading. May utilize computerized or automated system to accomplish tasks.

**Knowledge, Skills and Abilities:**

Knowledge of computerized or automated system operations. Knowledge of recordkeeping practices. Knowledge of safety practices. Knowledge of supervisory practices and principles.

Skill in operating automotive, materials handling and office equipment. Skill in lifting heavy packages and objects.

Ability to effectively communicate.

**Minimum Qualifications:**

Education- None

Experience- Five (5) years of experience related to the standard duties as outlined.

Equivalency- Any equivalent combination of education, training and/or experience as approved by Human Resource Services.

Certifications/License-

Departmental Requirements-

Special Requirements-



**NEW MEXICO STATE UNIVERSITY**  
**HUMAN RESOURCES SERVICES**  
**POSITION CLASSIFICATION DESCRIPTION**

**Position Classification Title:** Meteorologist Techn

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Apprenticeship position working in conjunction with experienced meteorologists to become fully qualified to independently provide meteorologist support during preflight, launch, float, termination, and post-flight phases of very large, high-altitude scientific balloons.

**Standard Duties:**

Supervise, direct, delegate, and evaluate work of assigned staff. Prepare and present weather briefings to CSBF Operations and visiting science groups while supporting remote and local campaigns. Perform pre-launch, launch, and in flight meteorological support, including pilot balloon observations while supporting remote and local campaigns. Monitor balloon ascent for emergency terminate and ballasting operations; prepares parachute descent vectors for flight termination phase while supporting remote and local campaigns. Prepare climatologically studies for campaign planning purposes and remote site selection. Perform post-flight analysis of flight data and issues reports after completion of campaigns; analyzes post-campaign weather data. Provides daily weather forecasts for general planning purposes at CSBF while not supporting campaigns. Writes scripts and software and stay abreast of current forecasting techniques to improve technical capabilities of CSBF Meteorology. Perform related duties as required

**Knowledge, Skills and Abilities:**

University and department policies and procedures; principles and practices of organization and administration; principles of supervision, training, and performance evaluation; principles, techniques, and procedures used in practical applied weather forecasting; systems practices, and procedures pertaining to meteorological support of scientific balloon flights; computer operations and programming; principles of mathematics and statistics used in applied meteorology.

Short-and long-range planning; problem analysis and resolution; report preparation and presentation; public contact and relations; oral and written communication; developing accurate weather forecasting information; scheduling techniques; report preparation and presentation; public contact and relations; research methods; problem analysis and resolution.

Direct, evaluate, train, and supervise the work of assigned personnel; develop and maintain effective working relationships; maintain accurate and orderly records; use independent judgment and initiative; organize and direct activities; analyze and evaluate information; work on an irregular schedule; organize and evaluate information; operate a computer.

**Minimum Qualifications:**

Education- Associate's degree in a related field.

Experience- Two (2) years of experience directly related to the standard duties as outlined.

Equivalency- None

Certifications/License-

Departmental Requirements-

Special Requirements-



**NEW MEXICO STATE UNIVERSITY**  
**HUMAN RESOURCES SERVICES**  
**POSITION CLASSIFICATION DESCRIPTION**

**Position Classification Title:** Meteorologist

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Analyzes and interprets meteorological data gathered by surface and upper-air stations, satellites, and radar to prepare reports and forecasts for public and other users; Studies and interprets synoptic reports, maps, photographs, and prognostic charts to predict long and short range weather conditions. Operates computer graphic equipment to produce weather reports and maps for analysis, distribution to users

**Standard Duties:**

Collecting data from satellite images, radar, remote sensors and weather stations all over the world, and supplying this information to customers in the form of weather briefings; coordinating information and measuring factors such as air pressure, temperature and humidity at various atmospheric levels; coding weather reports; applying physical and mathematical relationships and sophisticated computer models to make short- and long-range weather forecasts.

**Knowledge, Skills and Abilities:**

Knowledge and understanding of principles, procedures, regulations, and standards applicable to the job. Understanding of the University's mission, vision and goals.

short- and long-term planning; problem analysis and resolution; report preparation and presentation; interpersonal and organizational communication, both oral and written.

develop and maintain effective working relationships; maintain accurate and orderly records; use independent judgment and initiative; organize and direct activities.

**Minimum Qualifications:**

Education- Bachelor's degree in a related field.

Experience- Three (3) years of professional experience directly related to the standard duties as outlined.

Equivalency- None

Certifications/License-

Departmental Requirements-

Special Requirements-



**NEW MEXICO STATE UNIVERSITY**  
**HUMAN RESOURCES SERVICES**  
**POSITION CLASSIFICATION DESCRIPTION**

**Position Classification Title:** Property Administrator

**Position Classification Code:**

**Job Family:** Business, Accounting and Finance

**Pay Level:**

**Exempt Status:** Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Provides the administrative and technical skills necessary to administer inventory control of assets. Is responsible for maintaining records relative to receipt, distribution, accountability and disposition of all equipment within a University Administrative Unit. Maintains all financial and inventory records, communicates, coordinates and reconciles information with the State Property Accounting System (SPA), the UTD Financial System (FINS), and the UTD Logical Tracking System (LTS).

**Standard Duties:**

Maintain the official records of real and expendable property. Review purchase requisitions and assign property expense codes and property numbers; organize Property Control System and reconcile property records to comply with contract requirements and federal regulations; plan, coordinate and direct annual physical property inventories; process acquisition and disposition of property.

**Knowledge, Skills and Abilities:**

Knowledge and understanding of principles, procedures, regulations, and standards applicable to the job. Understanding of the University's mission, vision and goals.

short- and long-term planning; problem analysis and resolution; report preparation and presentation; interpersonal and organizational communication, both oral and written.

develop and maintain effective working relationships; maintain accurate and orderly records; use independent judgment and initiative; organize and direct activities.

**Minimum Qualifications:**

Education- High School diploma or GED certificate.

Experience- Three (3) years of experience related to the standard duties as outlined.

Equivalency- Completion of a post-secondary degree or certificate may substitute for years of experience.

Certifications/License-

Departmental Requirements-

Special Requirements-



NEW MEXICO STATE UNIVERSITY  
HUMAN RESOURCES SERVICES  
POSITION CLASSIFICATION DESCRIPTION

**Position Classification Title:** Quality Assurance Tech

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Non-Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

Also performs QA material testing as assigned.

**Standard Duties:**

Responsible for assuring that specifications and procedures are followed. Responsible for material testing.

**Knowledge, Skills and Abilities:**

University and department policies and procedures; principles and practices of organization and administration; fabrication and troubleshooting techniques; basic electrical and electronic theory; use of Quality control testing equipment; knowledge of QA, QC procedures and balloon fabrication processes and film extrusion.

Short- and long-term range planning; problem analysis and resolution; public contact; Use of QA, QC testing equipment; use of personal computers; producing detailed QA, QC data analysis reports; QA, QC testing, balloon assembly techniques; organizing and maintaining records; research methods.

Communicate effectively in written and oral form; develop and maintain effective working relationships; maintain accurate and orderly records; organize and direct several activities; analyze and evaluate information; use computer hardware and software; manage computer files, maintain and troubleshoot personal computers; generate, read, and interpret specifications and QC data; stand long hours and perform detailed work; travel away from home for periods up to 2 weeks at a time.

**Minimum Qualifications:**

Education- Associate's degree in a related field.

Experience- One (1) year of experience related to the standard duties as outlined.

Equivalency- Any equivalent combination of education, training and/or experience as approved by Human Resource Services.

Certifications/License-

Departmental Requirements-

Special Requirements-



**NEW MEXICO STATE UNIVERSITY**  
**HUMAN RESOURCES SERVICES**  
**POSITION CLASSIFICATION DESCRIPTION**

**Position Classification Title:** Quality Assurance Tech, Sr

**Position Classification Code:**

**Job Family:** Instruct/Research/Pub Srvc

**Pay Level:**

**Exempt Status:** Non-Exempt

*This description is intended to describe the general nature of the work being performed. It is not intended to be a complete list of specific duties of any particular position. Duties, responsibilities and bargaining unit eligibility may vary based on the specific tasks assigned to the position.*

**Purpose of Classification:**

To maintain testing equipment and all operations required of the material test lab.

**Standard Duties:**

Orders equipment and supplies required for routine operation of the materials test lab. Operates and maintains testing equipment. Optimizes existing Quality Control procedures implementing the latest testing and fabrication techniques and processes.

Maintains testing equipment in good operating order. Reviews manufacturer's QA specifications and QC processes. Repairs, calibrates and maintains testing equipment.

**Knowledge, Skills and Abilities:**

University and department policies and procedures; principles and practices of organization and administration; fabrication and troubleshooting techniques; basic electrical and electronic theory; use of Quality control testing equipment; knowledge of QA, QC procedures

Short- and long-term range planning; problem analysis and resolution; public contact; Use of QA, QC testing equipment; use of personal computers; producing detailed QA, QC data analysis reports; QA, QC testing, balloon assembly techniques; organizing and maintaining records; research methods.

Communicate effectively in written and oral form; develop and maintain effective working relationships; maintain accurate and orderly records; organize and direct several activities; analyze and evaluate information; use computer hardware and software; manage computer files, maintain and troubleshoot personal computers; generate, read, and interpret specifications and QC data; stand long hours and perform detailed work; travel away from home for periods up to 2 weeks at a time.

**Minimum Qualifications:**

Education- Associate's degree in a related field.

Experience- Three (3) years of experience related to the standard duties as outlined.

Equivalency- Any equivalent combination of education, training and/or experience as approved by Human Resource Services.

Certifications/License-

Departmental Requirements-

Special Requirements-