

STUDENT LABOR POSITION DESCRIPTION**Dept. of Chemical Hygiene and Scientific Instrumentation**

Most Recently Updated 03/08/99

Position Title: Supervisor of Shop
Must work 10-15 hrs/wk.

1. **Grade Level:** 4-5
2. **Description:** Administrates and performs preventive maintenance (PM) tasks as outlined by the Coordinator of Scientific Instrumentation and Technological Systems. These include microscope PM; electronic and analytical balance PM; assist in the development of PM programs for new instrumentation and equipment brought into the departments served by the Department of Chemical Hygiene and Scientific Instrumentation; assist with repairs to instrumentation and equipment; coordinate Science Building repairs and upkeep with the Student Director; serve in a supervisory capacity to the Assistant Technician, Shop Technician; and all other duties as required
 - 2a. **Description:** The following are the essential duties for a Shop Technician in the Department:
 - A. Keep shop clean and organized
 - B. Work closely on major repairs with Coordinator of Scientific Instrumentation
 - C. Do minor repairs on college equipment for faculty and staff
 - D. Work well independently, or in a small group
 - E. Take initiative on general maintenance and repair of building
 - F. Be aware of hazardous materials and situations
 - G. Prepare informational labor meetings
 - H. Teach other students trouble shooting and repair skills
 - 2b. **Description:** The following are possible additional duties for this position:
 - A. Heavy lifting
 - B. Organize spar parts, and or tools
 - C. Fabricate new parts from raw materials
 - D. Find and Use technical literature to assist in repairs
 - E. Examine damaged equipment and report its on state
 - F. Take on long term projects involving extensive research and experimentation
3. **Learning Opportunities:**
 - A. Trouble shooting techniques
 - B. Sensitive electronic equipment
 - C. Small and large mechanical devices
 - D. Research
 - E. Hazardous materials
 - F. Safety in the work place
 - G. General teaching skills
 - H. Customer relations
 - I. Time and personnel management
4. **Basic Qualifications:**
 - A. Basic to advanced: Computer Literacy
 - B. Skill: Mechanically skilled and good knowledge of electronic principles.
 - C. Physical: Heavy lifting
 - D. Academic: Junior or senior In good standing (not on probation)

5. Desirable Qualifications:

- A. A science or technology major
- B. Dependable and self motivated
- C. Creative and resourceful
- D. Ability to rebuild what is taken apart
- E. Ability to creatively motivate others
- F. Good teaching skills
- G. Awareness of safety issues
- H. Previous experience as Shop Technician or Assistant Shop Technician

6. Narrative Summary: