

The University of Texas at San Antonio

Job Description

Job Title: Architecture Wood and Metal Shop Technician
Code: 15286
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: College of Architecture Construction and Planning
Reports To: Architecture Wood and Metal Shop Supervisor

Summary

- **Function:** To assist the students to ensure the safe operation of the Architecture Wood and Metal Shop equipment tools and supplies.
- **Scope:** Responsible for overseeing the Architecture Wood and Metal Shop equipment, tools and supplies and providing assistance and guidance to students.

Duties

- **Typical:**
 1. Enforces shop policies and procedures designed to ensure the architecture shop is optimally aligned to support student needs and promote efficient, safe use of the architecture shop.
 2. Assists the supervisor in monitoring operations for maximum effectiveness, including supply control, equipment status, maintenance, schedules, safety, cleanliness and neatness of all work areas.
 3. Completes minor equipment repairs and preventive maintenance.
 4. Performs periodic inventory of shop equipment and supplies.
 5. Oversees safe operation of equipment and provides training to students on shop safety issues prior to use of equipment.
 6. Assists supervisor in providing training classes for students that will be using the shop.
 7. As instructed by supervisor, provides support to the College of Architecture to include fabrication of minor projects.
 8. Performs other duties as assigned.

Education

Required	Preferred
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High School or GED.	60 credit hours in Architecture or related field.
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Other Requirements

Required	Preferred
Criminal background check (CBC).	N/A

Experience

Required	Preferred
Five years of woodworking experience to include custom fabrication in both metal and wood products and knowledge of woodworking shop equipment and tools.	Knowledge of Microsoft Office, laser cutter and CNC cutter.

Equipment

Required	Possible
Wood and metal shop equipment and tools.	N/A

Working Conditions

Usual	Special
Loud noises and dust in workshop. May involve lifting large wood panels and other materials related to work.	N/A

Supervision

Received	Given
Direct supervision from supervisor.	May supervise student assistants and provide training and guidance to students.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.