

The University of Texas at San Antonio

Job Description

Job Title: Architecture Wood and Metal Shop Supervisor
Code: 15298
Salary Grade: 59
FLSA Status: Exempt
Department/Division: College of Architecture
Reports To: Business Manager, College of Architecture

Summary

- Function: To provide supervision and management to ensure the safe operation of the Architecture Woodshop.
- Scope: Responsible for overseeing Architecture Woodshop equipment and supplies and providing training and guidance to students.

Duties

- Typical:
 1. Develops, coordinates, and implements woodshop 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. Coordinates acquisition of woodshop equipment. Researches equipment needs and recommends purchases.
 3. Ensures shop equipment is maintained in working order. Completes minor equipment repairs and preventive maintenance. Initiates and coordinates required service calls.
 4. Ensures required shop inventory is properly maintained.
 5. Oversees safe operation of the architecture shop equipment. Ensures students are familiar with operation of equipment, provides training to students on shop safety issues prior to use of equipment.
 6. Provides woodworking instruction and assistance to students.
 7. Provides woodworking support to College of Architecture, including fabrication of minor projects approved by the Dean's Office.
 8. Collaborates with the Faculty designing student projects. Working together, they come up with projects that will develop the woodworking skills and knowledge of materials that the architecture student needs to know.
 9. Supervises woodshop student assistants.

Education

Required	Preferred
Associate's Degree or 60 credit hours in Architecture or related field.	Bachelor's degree in Architecture or related field.
At the department's discretion: A Bachelor's degree in Architecture or related field may be substituted for two years of experience.	

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Six years of woodworking experience, including two years of supervisory experience.	Experience using Auto CAD and Rhino.
Must be proficient in the use of Microsoft Office and Sketchup.	Experience teaching shop and overseeing shop equipment usage.

Equipment

Required	Preferred
Working knowledge of woodworking shop equipment and tools to include laser cutter and CNC cutter.	N/A

Working Conditions

Usual	Special
Primarily in Architecture Woodshop.	N/A
Exposure to hazardous conditions and equipment typical in a woodworking shop environment.	

Supervision

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

Accuracy

Proficiency in all 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.