

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Shop Supervisor

DEPARTMENT: Architecture

DATE: August 1, 2020

SCHEDULE: Flexible

FLSA: Non-Exempt

REPORTING SUPERVISOR: Fabrication Shop Supervisor

JOB FUNCTION:

Safely operate, maintain, and administer the wood shop for student access and use commensurate with individual skills and abilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	50%	Ongoing	Supervising all individuals who utilize the facility to assure that proper operation and safety procedures are followed at all times.
2.	15%	Ongoing	Verifying and recording that only those students who have been approved by the shop supervisor to use the wood shop facility utilize the shop equipment.
3.	15%	Ongoing	Maintaining the wood shop facility in a clean and organized manner.
4.	10%	Ongoing	Assuring that the wood shop facility is secured before leaving.
5.	5%	Ongoing	Monitoring and assisting students with the CNC, from helping to generate files as well as best practices regarding machine setup and operation.
6.	5%	As Needed	Assisting with fabrication/production of items needed around the shop or school as directed by the supervisor.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be architecture major or minor.
2. Must complete shop training with Fabrication Shop Supervisor.
3. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
4. Must have completed a FAFSA form (Financial Aid) for the current academic year.

WORK CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk; stand; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit; climb; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

PHYSICAL REQUIREMENTS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

