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## Auburn University Job Description

Job Title:	Tech, Art	Level I	Grade 27 \$20,300 - \$33,800
Job Code:	EA46	Level II	Grade 28 \$22,300 - \$37,200
FLSA status:	Non-exempt	Level III	Grade 29 \$25,000 - \$41,700
		Level IV	Grade 30 \$28,000 - \$46,700

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### Job Summary

Provides technical support to a department by overseeing shop usage as well as monitoring needs of the facility.

### Essential Functions

1. Demonstrates safe and correct use of shop equipment and tools to students and faculty.
2. Maintains and repairs shop equipment.
3. Notifies building maintenance of any repairs or modifications that need to be made to the building.
4. Locates and procures the appropriate equipment and supplies needed.
5. Fabricates new equipment from wood or metal that may be required for projects.
6. Assists faculty in demonstration and teaching of methods and practices of design and fabrication.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Performs a limited variety of simple, repetitive tasks.	Knowledge and/or skill to perform a limited variety of simple, repetitive tasks related to an engineering or scientific field.	High school diploma or equivalent.
II	Performs a variety of simple tasks.	Knowledge of standard procedures and tests related to an engineering or scientific field.	High school diploma or equivalent plus 1 year of relevant experience.
III	Performs a variety of related and recurring assignments.	Knowledge of processes, methods and procedures associated with a limited range of engineering or scientific problems.	High school diploma or equivalent plus 4 years of relevant experience.
IV	Performs complex steps of an operation or project or completes important stages of a project.	Detailed knowledge of established processes, methods, and techniques, as well as practical knowledge of a few specific engineering or scientific principles.	High school diploma or equivalent plus 6 years of relevant experience.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

- Level I** High school diploma or equivalent.
- Level II** High school diploma or equivalent plus 1 year of relevant experience.
- Level III** High school diploma or equivalent plus 4 years of relevant experience.
- Level IV** High school diploma or equivalent plus 6 years of relevant experience.

#### Focus of Education

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High School Diploma or equivalent

#### Focus of Experience

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Experience with use of art equipment/tools within a art facility/shop

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Certification or Licensure Requirements:

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, reaching, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires walking, sitting, stooping/kneeling/crouching/crawling, talking, hearing, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.

Date: 1/4/2012

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