
Auburn University Job Description

Job Title:	Mgr, Glass Shop	Job Family:	No Family
Job Code:	HC23	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Fabricate, modify, repair, and assist with design of unique glass apparatus for research and teaching.

Essential Functions

1. Maintains security of shop funds, equipment, and supply inventory to include pricing, stocking, ordering, and compiling supply and equipment lists.
2. Maintains and monitors shop budget by approving all purchase orders, invoices, vouchers, bids, and quotes.
3. Ensures pumps, gauges, and other equipment is safe and operational.
4. Installs, removes, modifies, repairs or arranges for repair of experimental equipment, lab equipment, research instruments, and teaching apparatus.
5. Provides glassblowing expertise in design and construction of glass apparatus and fabricates prototype and standard design glass apparatus using free hand and machine application (glass lathe, glass cut off saw, drill press, glass sander, glass grinder, etc).

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Some college; vocational or Associates Degree	Coursework related to glass blowing
Experience (yrs.)	3	Experience in management and glass blowing techniques

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of materials, techniques, and hazards, and safety precautions related to a scientific glass shop.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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

Job occasionally requires sitting, climbing or balancing, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/4/2012
