**Instrumentation Shop Supervisor Standard Job Description**

**Classification Title:** Instrumentation Shop Supervisor

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Instrumentation Shop Supervisor, under general supervision, supervises machine, instrument, and/or electronic shops and assures precise scientific and safety standards are met.

**Essential Duties and Responsibilities:**

**40% Supervision and Staff Training**

* Supervises execution and delivery of work orders.
* Supervises and participates in fabricating machine parts, welding, and sheet metal work.
* Trains staff and student workers.
* Assists other groups with required needs.
* Works with operations as needed.

**20% Equipment Maintenance and Repair**

* Repairs complex scientific instruments.
* Inspects, repairs, and maintains engines.
* Modifies existing equipment.
* Installs research instruments.
* Maintains shop supplies and inventory.

**10% Safety and Shop Operations**

* Maintains shop safety.
* Keeps necessary written records.
* Recommends purchases of new equipment.
* Studies related literature to determine new methods and processes.

**10% Blueprint and Technical Work**

* Reads and works from blueprints.
* Supervises and participates in vacuum testing, welding, and sheet metal work.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* High school graduation supplemented by technical school training or any equivalent combination of training and experience.

**Required Experience:**

* Five years as a journeyman machinist, mechanic, Scientific Instrument Maker, or Engineering or Electronics Technician.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of jig bores, precision grinders, tracer lathes, tracer mills, milling machines, saws, drill presses, welding machines, and other equipment as required in a particular shop.
* Ability to multitask and work cooperatively with others.
* Oral and written communication skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Hand Tools and C&C Machines
* Telephone

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**