AUBURN
Human Resources

Mgr, Glass Shop

Job Description

JOB INFORMATION

Job Code	HC23
Job Description Title	Mgr, Glass Shop
Pay Grade	RE08
Range Minimum	$50,960
33rd %	$62,850
Range Midpoint	$68,790
67th %	$74,730
Range Maximum	$86,620
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/4/2012

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Lab & Field Operations

JOB SUMMARY

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

RESPONSIBILITIES

- Maintains security of shop funds, equipment, and supply inventory to include pricing, stocking, ordering, and compiling supply and equipment lists.
- Maintains and monitors shop budget by approving all purchase orders, invoices, vouchers, bids, and quotes.
- Ensures pumps, gauges, and other equipment is safe and operational.
- Installs, removes, modifies, repairs or arranges for repair of experimental equipment, lab equipment, research instruments, and teaching apparatus.
- 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).

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Some college; vocational or Associate's Degree	Coursework related to glass blowing	and	3 years of	Experience in management and glass blowing techniques	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking				X		
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

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