JOB DESCRIPTION

Supervisor - Furniture and Sign Shop

Definition of Class
The incumbent in this job class supervises, instructs and coordinates subordinate personnel in all the repairing and fabricating of furniture and cabinet shop and making all banners and signs. Incumbent reports to the Coordinator of Maintenance and Construction.

Examples of Work Performed
Oversees operation of shops and assigns duties to qualified personnel and ensures that all work is completed in accordance with plans or instructions and is of acceptable quality.

Inspects the work of subordinates as each step is performed and again when completed to be sure it is satisfactory and complete.

Inventories and orders supplies needed, by phone and requisition.

Coordinates maintenance and repair of equipment; maintains records of time and materials expended for billing purposes.

Recommends and performs various personnel actions such as hiring, merit recommendations, promotions, transfers and vacation schedules.

Plans and schedules work for shop employees, ensuring adequate distribution of assignments.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates and supervises the repairing and fabricating of furniture and cabinetry and operation of sign shop.
2. Assigns and inspects work of subordinate personnel.
3. Maintains inventory and orders needed supplies.
4. Coordinates maintenance and repair of equipment.
5. Recommends various personnel actions.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to
perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

  **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.

  **Vision:** Requirements of this job include close vision.

  **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

  **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl.

  **Taste/Smell:** Ability to use the sense of smell to recognize and distinguish odors. Ability to use the sense of taste to recognize and distinguish flavors.

**Experience/Educational Requirements:**

  **Education:**
  Graduation from a standard four-year high school or equivalent (GED).

  **Experience:**
  Eight (8) years of experience related to the above described duties.

  **Licensure:**
  Must possess a valid driver’s license.

**Background Check Requirements**
This position requires a background check upon hire.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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