JOB DESCRIPTION

Machine Shop Supervisor - Engineering

Definition of Class
Incumbent in this position provides a service to the Mechanical Engineering Department, the School of Engineering, and the University of Mississippi. The incumbent machines, designs, builds, and repairs a variety of equipment for the purpose of instruction and research. Incumbent is responsible for supervising work in the shop and laboratory and maintaining the shop and lab equipment.

Examples of Work Performed:
Operates machine shop equipment including manual lathes, milling machines, grinders, cutters, sheet metal equipment, drill presses, welders, soldering irons, saws, and wood-working equipment, operates CNC machines, and uses CAD/CAM tools.

Interacts effectively with students and faculty in order to plan, schedule, and deliver work requiring the use of machine shop equipment.

Works from verbal or written instructions, plans, drawings, and specifications of various details to determine materials to be used.

Inspects and tests completed work for accuracy and performance as specified in instructions.

Sets up laboratory equipment and exercises.

Constructs and maintains equipment for lab experiments and research.

Assembles and repairs new equipment and furniture.

Monitors use of machine shop facilities by students and faculty. Supervises safety in machine shop and laboratories.

Maintains departmental inventory and orders machine shop materials and supplies.

Designs equipment as required.

Modifies equipment for research.

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. Machines parts for the Mechanical Engineering Department and the School of Engineering as per schedule, incorporating design changes and modifications as needed.

2. Interacts effectively with and supervises the work of students and faculty in the shop, particularly with respect to safety.

3. Maintains appropriate inventory of departmental equipment, tools, and supplies.
4. Sets-up and maintains undergraduate laboratory equipment and exercises.

**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 and color 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 frequently required to use hands to finger, handle or feel objects, tools, or controls; walk; climb or balance; and stoop, kneel, crouch or crawl. The incumbent is regularly required to stand; talk or hear; and reach with hands and arms. The incumbent is occasionally required to sit; taste and smell.

**Experience/Educational Requirements:**

- **Education:**
  Two years of post high school (or equivalent) education in machining, such as an Associates Degree, Vocational Training, or an Apprenticeship program.

  AND

- **Experience:**
  Three (3) years of experience related to the above-described duties and computer experience.

- **Substitution Statement:**
  Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

**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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