JOB DESCRIPTION

Machine Shop Supervisor

Definition of Class
This is a supervisory position in which the incumbent performs the more delicate machining operations and coordinates the work of two machines.

Examples of Work Performed:
Supervises the machine shop.
Interprets work orders and gives instructions to subordinate personnel.
Monitors time and expenditures on work orders.
Performs delicate machining operations.
Prepares budget recommendations with the maintenance of accurate records, requisitioned materials, and billing for services.
Inventories supplies.
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. Operates various machine shop equipment for building and repairing furniture and equipment.
2. Maintains inventory of materials, supplies, and tools.
3. Sets up and monitors use of laboratories.
4. Supervises and instructs safety to students and other infrequent users of shop equipment.

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 Personnel Department 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 100 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 stand; walk; talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl.

Experience/Educational Requirements:

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

AND

Experience:  
Five (5) years of experience related to the above described duties.

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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