



Job Title	Machine Shop Manager	Job Code	FS0917
Pay Plan	USPS	Pay Grade	18
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	0
		Subfamily	Skilled Trades

Job Family & Subfamily Summary

Facilities Professionals plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

Skilled Trade Professionals perform a variety of duties/repairs requiring specific skills, abilities and appropriate licensing. Includes carpentry work, painting, equipment repair, electrical, plumbing, and HVAC repair.

Job Summary

Oversees the Machine Shop daily operations to include customer orders, equipment upkeep and maintenance, managing and supervising staff, materials and inventory control, business processes, training, and overall logistics management. They effectively work with faculty, students, commercial customers, and administrative staff from academic and research units.

Representative Duties

1. Administrative

- Responsible for safety in the designated labs and training of personnel in safety procedures and in proper cleanroom procedures
- Establishes and maintains an accurate log-in/out system for users of the classroom
- Maintains a file of instruction manuals for all equipment
- Maintains inventory control over all equipment and purchases equipment, services, and supplies as necessary
- Responsible for the flow of incoming orders and outgoing finished products to ensure customers receive products and services on time
- Prepares financial and administrative reports as needed

2. Operational

- Responsible for planning, coordinating and directing operations
- Maintains, repairs, and calibrates a diverse variety of equipment
- Designs, fabricates, installs and maintains mechanical and electronic systems for use
- Designs, fabricates, and maintains mechanical and electronic systems in support of research projects, education programs and other projects
- Collaborates with faculty, staff, and students to assist with special projects and specialized research

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	High School Diploma or Equivalent	Bachelor's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience OR Bachelor's degree and 4+ years of relevant experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.