

INSTRUMENT SHOP COORDINATOR TITLE DEFINITION

I. DEFINITION

These positions spend a portion of their time managing the daily operations of an instrument or machine shop. This would include overseeing other full time or limited term employees working in the shop, managing a budget, defining policies and procedures for the shop, purchasing necessary supplies and equipment, keeping records, and repairing machines and other types of equipment. Also, these positions design, construct, inspect, and maintain highly specialized equipment for students, faculty, and staff. When constructing instruments, parts or various pieces of equipment these positions generally work with machine shop equipment, such as mills, lathes, drill presses, saws, surface grinders, and welding equipment.

Examples of Work Performed

- 1) Develop and administer shop policies and procedures.
- 2) Instruct staff members and other users in the proper use of the facility's machine tools and/or welding equipment.
- 3) Plan and organize work schedule for the various projects depending on urgency, shop's overall workload, available materials, tooling, and ability.
- 4) Prepare specifications for the machine tools, welding equipment and in some cases woodworking tools.
- 5) Evaluate bids submitted for machine tools, welding equipment and in some cases woodworking tools.
- 6) Evaluate the status of the facility in light of changing technology to keep the equipment current.
- 7) Enforce safety measures.
- 8) Perform routine maintenance of all machine shop equipment.
- 9) Rebuild and repair all machinery as necessary.
- 10) Maintain equipment maintenance and repair records for all machines in the shop.
- 11) Consult with faculty, researchers and students to assist with the conceptual design of highly sophisticated equipment.
- 12) Develop or draft the conceptual design into a practical work design.
- 13) Machine precision parts.
- 14) Fabricate machined parts into finished teaching or research apparatus.
- 15) Perform various types of welding, brazing and soldering.
- 16) Maintain and repair the teaching and research instruments, tools and apparatus.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.