



TITLE: Sculpture Laboratory Technician

CLASSIFICATION: Classified

SALARY GRADE: J

JOB DESCRIPTION:

Under general direction, assists in the preparation of instructional materials for laboratory demonstration or use; assists students with assignments and demonstrates techniques in the use of specialized sculpture equipment; maintains, sets up and breaks down equipment in lab; orders, receives, stores, issues and inventories supplies and equipment.

SCOPE:

The Sculpture Laboratory Technician has expertise and technical knowledge of sculpture equipment and techniques (woodworking, metalworking, mold-making and casting, cutting, forming and joining of materials). This classification is required to work with a high degree of independence, initiative and interaction with students.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversees safe use of the sculpture laboratory; prepares specialized materials, maintains safe storage, disposal, and recycling practices.
2. Assists instructors in training students to develop best practices and safe use of tools and machinery.
3. Assists students with assignments and demonstrates techniques in the use of specialized equipment; provides individual tutoring to students.
4. Assists instructors in the design and construction of new demonstrations and exercises.
5. Sets up laboratory for teaching demonstrations and exercises; distributes materials and arranges equipment; gives technical advice.
6. Assists in coordinating laboratory schedule; helps resolve scheduling conflicts and communicates with faculty.
7. Maintains and repairs laboratory machinery and equipment; makes approved equipment and supply purchases.
8. Ensures availability of laboratory materials for students; maintains inventory and supplies for lab; receives, stores and issues equipment and supplies.
9. Implements departmental policies and procedures to comply with Federal, State and local hazardous materials, health and safety and hazardous waste regulations; enforces laboratory safety procedures; routinely inspects and/or tests safety equipment and supplies including first aid kits; responds to laboratory emergencies including injuries and spills of hazardous or bio-hazardous materials.
10. May train and direct the work of student employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Provide instructional assistance and perform demonstrations in the sculpture laboratory; use and demonstrate specialized materials and equipment; maintain records and inventory; understand and follow oral and written communications; communicate effectively in English; maintain a safe work environment for students; operate power tools; work with hazardous materials and equipment; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Fundamentals, terminology, techniques, equipment and materials in sculpture; materials, tools and equipment to be used in the laboratory setting; safety requirements in the handling, storing and disposing of hazardous materials; first aid training; standard office productivity software.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree with related sculpture coursework.

Experience:

Some experience (1-2 years full-time equivalent) in sculpture, including woodworking, metalworking and casting equipment.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking while performing classroom demonstrations.

Must be able to safely operate equipment, and handle, store and dispose of hazardous materials.