

Spec. Code: 3619
Occ. Area: 02
Work Area: 500
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 03/30/88

TECHNICAL SERVICE SUPERVISOR

Function of Job

Under administrative supervision from a designated supervisor, to be responsible for shop, drafting, and other designated technical services in a large teaching or research laboratory.

Characteristic Duties and Responsibilities

1. selects and supervises assigned personnel
2. obtains specifications for equipment and supplies, including specialized items for which technical knowledge and judgment are essential
3. arranges for outside sub-contracting when necessary
4. plans and supervises inventory of shop tools and supplies for a large laboratory
5. provides technical advice and assistance to the academic staff on design of laboratory equipment and adaptation to existing physical facilities
6. supervises operations of other technical supporting services required within the laboratory (such as the drafting room and the production of refrigerants)
7. initiates or cooperates in plans for updating and improving technical services of the laboratory
8. performs other related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. any one or any combination of the following types of preparation:
 - (a) credit for college course work comparable to that leading to a major in mechanical, electrical, or electronics engineering or closely related fields
 - (b) progressively more responsible technical experience in a research laboratory or machine shop

that totals 1.0 unit according to the following conversion rates:

120 semester hours (or Bachelor's degree) in "a" = 1.0 unit

3 years of "b" = 1.0 unit

Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

2. five years of progressively more responsible technical experience in a research laboratory or machine shop, in addition to the preparation required in #1 above, two years of which were in a supervisory capacity

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. general knowledge of research techniques
2. general knowledge of computer and electronic technology
3. proficiency in the techniques and procedures of modern machine shop and electronic repair facilities
4. proficiency in the layout and design of apparatus, including an understanding of the basic principles involved
5. supervisory skills and managerial ability