

The University of Texas at San Antonio

Job Description

Job Title: Exhibits Fabricator Supervisor
Code: 15292
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Fabrication/Institute of Texan Cultures
Reports To: Director of Production Division

Summary

- Function: To provide high level skills and supervision in exhibit fabrication and installation
- Scope: Responsible for performing and overseeing technical operations related to museum-quality exhibit fabrication, construction, installation, handling and maintenance.

Duties

- Typical:
 1. Manages and supervises fabrication staff: determines schedules and work assignments; recruits, trains and counsels fabricators; evaluates performance; develops knowledge and skills.
 2. Analyzes fabrication projects; consults with subject matter experts; anticipates problems and devises solutions.
 3. Oversees the maintenance of inventories and equipment. Researches and requests equipment purchases.
 4. Coordinates with the Director of Production Division on project decisions and timelines.
 5. Performs departmental administrative tasks: monitors budgets; tracks employee time and reporting; maintains records.
 6. Represents the department and/or division at committee meetings, workshops and seminars.
 7. Performs other duties as assigned.
- Periodic:
 1. Plans and schedules safety workshops.
 2. Updates staff on newly developed techniques and equipment.
 3. Participates in fabrication, construction and transportation of exhibits.
 4. Prioritizes work assignments in the absence of the Division Director.

Education

Required	Preferred
High School Diploma or GED and college or trade courses in a related area, such as museum studies, history, art, design, etc.	Technical Certificate or Associate's degree from an accredited trade school or college.

Other Requirements

Required	Preferred
Demonstrated interpersonal skills and flexibility.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Eight years of work experience demonstrating performance and understanding of the duties and technical knowledge required to perform this position, including a minimum of two years of supervisory experience.	Three years of similar experience in a museum environment.

Equipment

Required	Preferred
Personal computer and standard office equipment.	In addition to above, woodcarving, welding/brazing tools.
Basic and advanced hand and power tools and machines for working with wood and plastics - saws, drills, sanders, routers spray guns, table/band/radial arm/panel saws, planer, jointer, shaper, and wood lathe; print mounting presses, heatstrip, heat gun, and torch for shaping plastics, forklift, pallet jack, and other materials handling equipment..	

Working Conditions

Usual	Special
Normal office, museum and workshop environments.	Occasional weekend and evening work required.
Absolute deadlines and high stress situations.	
Standard hazards associated with tools and materials used.	

Supervision

Received	Given
General instruction from Division Head. Overall review for efficiency and effectiveness.	Direct supervision of assigned staff.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.