

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Exhibits Fabricator I  
Code: 15294  
Salary Grade: 54  
FLSA Status: Non-Exempt  
Department/Division: Job available in different departments/divisions  
Reports To: In accordance with specific departmental policies

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## *Summary*

- Function: To provide skills in carpentry, cabinetmaking, and plastics fabrication in the construction, mounting, installation, maintenance and repair of museum exhibits.
- Scope: Responsible for the use of a full range of hand and power tools, specialized equipment, and techniques to build and maintain exhibits.

## *Duties*

- Typical:
  1. Reads and interprets blueprints and drawings. Performs wood and plastic fabrication, hand and spray painting, photo mounting, artifact handling and mounting.
  2. Assists in inspecting and repairing permanent and traveling exhibits.
  3. Handles and stores exhibit components and construction materials.
  4. Records and reports materials and time used on jobs.
  5. Cleans and maintains hand tools, shop machines, and spray equipment.
  6. Advises designers and assists in training entry-level employees.
  7. Performs other duties as assigned.
- Periodic:
  1. Attends workshops and seminars.

## *Education*

Required	Preferred
High School Diploma or equivalent, plus some college or trade school courses in related areas such as: museum studies, history, art, design, etc. Extensive directly related work experience may substitute for post-high school education.	Associate or Bachelor's degree from college or trade school in related area.

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Duties require close cooperation with others and may involve public situations, making strong interpersonal skills essential.	N/A
Must have the ability to be highly flexible in order to meet the demands of rapidly shifting project priorities.	
Absolute deadlines make for a potentially stressful working environment.	
Criminal Background Check (CBC)	

### *Experience*

<b>Required</b>	<b>Preferred</b>
One year of directly related work experience demonstrating proficiency in most skills and technical knowledge required in this position.	Similar experience in a museum or educational environment.

### *Equipment*

<b>Required</b>	<b>Possible</b>
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.	In addition to above, woodcarving, welding/brazing tools, and personal computer.
Photo mounting presses, heatstrip, heat gun, and torch for shaping plastics, forklift, pallet jack, and other materials handling equipment.	

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Normal office and workshop environments, sometimes working in public areas. Some heavy lifting. Short lead times and absolute deadlines are common.	Some work outdoors in all seasons. Some overtime and travel required. Some hazard from tools and materials, requires caution.

*Supervision*

<b>Received</b>	<b>Given</b>
Specific instructions on projects from supervisor or department head. Employee will also work from written instructions and/or drawings.	Assists unskilled helpers and volunteers as necessary to insure the most efficient and effective methods are being utilized.

*Accuracy*

Accuracy is required in all aspects of duties performed; proficiency in use of practical shop mathematics in solving problems of complex shapes and compound angles is required.

*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.