Job Description

UNIVERSITY OF HARTFORD

Position Title: Sculpture Technician  Grade: H
Employment Class Code: N3  Job Code: B2523
FLSA Classification: Non-exempt  Work Week: 40 hours

Reports To: Associate Dean, Hartford Art School

POSITION SUMMARY
Assumes responsibility for the operation and maintenance of the Art School’s Sculpture studios and equipment. Serves as a resource to other technicians, faculty, staff and students regarding use of the Sculpture Facilities and equipment. Complies and enforces facility access policies and procedures. Performs all duties in full support of the University’s brand, understanding that the positive and effective execution of these duties are instrumental to the University of Hartford’s core business – the education of students.

KEY RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Task</th>
<th>% OF TIME</th>
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<tr>
<td>Oversees the operation and maintenance of the Sculpture studios and equipment. Makes repairs to equipment as necessary and/or appropriate. Maintains department equipment usage records. Establishes and implements equipment sign-out policies and procedures. Manages the student monitoring system for the Sculpture lab, training and supervising student monitors as necessary. *</td>
<td>30%</td>
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<tr>
<td>Assists with and provides feedback to students regarding student project completion. Maintains awareness of trends and advances in the field of Sculpture. Maintains department inventories of instructional supplies and equipment, orders supplies as necessary and appropriate. Researches, recommends and purchases equipment as necessary, within the constraints of an established budget, in an effort to ensure prudent fiscal management and effective departmental operations. *</td>
<td>30%</td>
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<tr>
<td>Provides safety awareness and training on department equipment. Acts as a positive role model in the safe handling of materials and equipment. Trains students in the safe and proper use of the Sculpture space and equipment. Maintains familiarity with basic fabrication techniques. *</td>
<td>15%</td>
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<td>Provides regular feedback and updates supervisor and the Dean on conditions and events with Sculpture program.</td>
<td>10%</td>
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<td>Establishes, cultivates and maintains effective working relationships with the Facilities Department and external vendors to schedule equipment and facility maintenance and to ensure proper clean-up of departmental spaces. Assumes responsibility for the understanding of, and adherence to Federal and State Occupational Safety and Health Administration (OSHA) safety and health standards within the Sculpture program.</td>
<td>5%</td>
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<tr>
<td>Performs other related duties as assigned.</td>
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* Indicates an "essential" job function.

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WORKING CONDITIONS

High noise environment.
High dust, dirt, grease environment.
Requires safety training and/or protective devices.
Requires travel, excluding overnight stays.
Works on slippery or uneven surfaces.
Works on elevated surfaces or below ground level.
Works in darkness or with poor lighting.

Regular exposure to moving machinery and/or vehicles.
Works with poor ventilation or with regular exposure to odors.
Regular exposure to chemicals and solvents.
Stockroom or warehouse.
Regular exposure to radiant or electrical energy (e.g. Ionizing radiation).

PHYSICAL EFFORT

Typically sitting at a desk or table.
Intermittently sitting, standing, stooping.
Typically crawling and/or kneeling.
Typically pushing and/or pulling.
Requires repeated reaching by extending hands and/or arms in any direction.
Heavy lifting or carrying, 51lbs or more.
Climbing ladders or scaffolds.
Driving or operating heavy equipment.

Requires handling by seizing, holding, grasping or turning hands, but without finger dexterity.
Requires good hearing.
Requires distinguishing colors and/or depth perception to judge distances.
Requires feeling to perceive an object’s size, shape, temperature or texture by means of senses in the skin.
Requires balancing to prevent falling or erratic movement.
Using equipment requiring high dexterity.

KEY JOB REQUIREMENTS

Formal Education:  Bachelor’s Degree required.

Work Experience:  1 years to < 2 years.

Impact of Actions:  Makes recommendations or decisions which usually affect the entire department.

Complexity:  Varied. Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytical ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.

Decision Making:  Varied: Supervisor is available on an “as needed” basis to establish general objectives and to identify potential resources for assistance. Independent judgment is required to select and apply the most appropriate of available guidelines and procedures to achieve desired results.

Internal Communication:  Requires regular contact within the department and with other departments, supplying or gathering factual information.

External Communication:  Requires regular contact with outside agencies and the general public, supplying or gathering factual information.

Customer Relations:  Contact with customers is over the telephone, in writing, or in person for on-going service, handling of routine transactions and providing of detailed information about a selected service, product or capability.

Managerial Skills:  Has responsibility or authority which is limited to the direction of temporary workers or student workers.

Professional Skills:  Requires entry-level knowledge of theories and practices of a professional field. This level of skill is typically reserved for an individual with a four year degree or a high level of vocational skill demonstrated by a number of years of on-the-job experience. Writes reports using technical data requiring considerable interpretation. Develops new methods and procedures. Frequently applies knowledge to practical issues and problems.

Knowledge & Skills:  * The ability to work effectively with diverse groups.

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