UNIVERSITY OF SOUTHERN CALIFORNIA

Machine Shop Foreman

Job Code: 177019

Grade: K
OT Eligible: No
Comp Approval: 9/9/1993

JOB SUMMARY:
Supervises and coordinates staff and operations of a machine shop which supports instructional and research projects.

JOB ACCOUNTABILITIES:

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Meets with faculty and researchers to discuss work orders and projects. Develops drawings and specifications from general verbal descriptions or rough sketches. Assists with design of projects based on knowledge of design, capacity, properties of metal and plastics and precision machining techniques.

Analyzes work orders and estimates time, machine and material requirements for completion of job assignments. Determines which work requests should be directed to external vendors.

Maintains time and production records. Completes necessary paperwork for billing and bookkeeping purposes.

Interprets specifications, blueprints, sketches and job orders to workers and prioritizes and assigns projects based on skills, expertise and current workload. Follows up to ensure work is completed in a timely and efficient manner. Analyzes and resolves work problems or assists staff in solving work problems. Operates machines as volume dictates or when specific expertise is required.

Establishes or adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment and requirements for product performance. Looks for ways to enhance shop efficiency.

Develops, maintains and enforces internal operating procedures to ensure compliance with safety regulations and security procedures.

Trains new workers. Monitors performance and provides feedback. Recommends or initiates personnel actions such as hiring decisions, performance appraisals, salary adjustments, reclassifications and disciplinary actions. Interprets university policies to workers.

Maintains and controls inventories at levels adequate to sustain efficient operations. Places special orders for materials and tools based on work orders accepted. Negotiates with vendors for optimal price on goods and services.

Maintains machines and equipment in safe, operating order. Makes repairs as appropriate or determines when vendors should be contacted for servicing.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.
Perform other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  
- [ ] No  
- [x] Yes  

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

Minimum Education:  
- High School or equivalent  
- Specialized/Technical Training

Minimum Experience:  
- 5 Years

Minimum Field of Expertise:  
Experience as a master machinist with comprehensive knowledge of machine shop operating techniques, custom precision machining methods, mechanical design, and leadership techniques.

Preferred Field of Expertise:  
Supervisory experience in addition to minimum field-of-expertise requirements.

Supervises:  Level:  
Supervises employees and student workers

Comments:  
Operates programmable and/or conventional machines & tools such as lathes, milling & glass bead machines, electric hacksaws, band saws, sanders, drill presses, grinders, solder irons & welders. Travel required for jobs and errands. PC skills.

**SIGNATURES:**

Employee: _______________________________  Date: _______________________________  
Supervisor: _______________________________  Date: _______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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