



## JOB INFORMATION

Job Code:	177019
Job Title:	Machine Shop Foreman
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Machine Shop
Job Family Group:	Research and Clinical Support
Management Level:	6 Supervisor

## JOB SUMMARY

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

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	
X		Specialized/technical training	

### Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

### Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	

### Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience as a master machinist with comprehensive knowledge of machine shop operating techniques, custom precision machining methods, mechanical design, and leadership techniques.
X		Ability to operate programmable and/or conventional machines & tools such as lathes, milling & glass bead machines, electric hacksaws, band saws, sanders, drill presses, grinders, solder irons & welders.
X		PC skills.
	X	Supervisory experience.

## Other Job Factors

- Travel required for jobs and errands.

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on

individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.