



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/21/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Shop and Laboratory Technician II
Status: Full-Time (35 hours per week) (non-standard hours)
Grade: 7
Union: PSA@RIC (Professional Staff Association at Rhode Island College)
Reports To: Chair, Art Department

PRIMARY PURPOSE:

To insure the safe and efficient operation of the studios and equipment of the Art Department. Duties require working closely with the instructors to implement their needs and involves coordinating and supervising student studio assistants. Functions require possession of shop skills necessary to implement faculty and student projects. Duties include maintaining inventory, ordering, and receiving of equipment chemicals, and materials as well as providing technical support, maintenance and repair of studio facilities for the Painting, Printmaking, Sculpture, Graphic Design, Ceramics, Jewelry/Metals, Woodshop, and Photography Areas.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Provide technical assistance and instruction in safe and proper use of tools, equipment, and chemicals. Maintain equipment such as ceramic kilns; burnout kilns; annealing torches, welding and cutting torches, enamel and glaze kilns, woodworking tools, and photography equipment.
- Construct projects from ideas and/or rough sketches for faculty from wood, metals, glass, and electrical components. Fabricate equipment needed in teaching studios and labs.
- Maintain the shops and their equipment. Maintain ventilation system and filters in studios according to established procedures; coordinate repairs with appropriate staff of the Department of Facilities and Physical Plant.
- Maintain inventory of materials, chemicals, and supplies to insure efficient and economical operation of the studios.
- Assume responsibility for the maintenance and efficient operation of studios and stockrooms.
- Maintain compliance with federal, state, local and college policies and hazardous material handling and disposal procedures.
- Coordinate collecting, storing, and calling for pick up of hazardous waste with outside vendor.
- Repair and maintain and calibrate equipment to insure the safe and uninterrupted operation of studios. Maintain combustion fixtures such as ceramic kilns; burnout kilns; annealing, welding, and cutting torches; maintain oxidation apparatus such as enamel and glaze kilns.
- Coordinate and supervise the work of student assistants.
- Maintain employment records of the student studio workers.
- Maintain a system of ordering and receiving supplies and equipment.
- Maintain and update records and inventories through computer programming for repairs and upkeep of equipment.
- Perform the above tasks within the bounds of the departmental budget.

- Instruct student workers and other authorized individuals in the preparation of chemical solutions and the handling of equipment.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Chair of the Art Department.

REQUIRED QUALIFICATION STANDARDS:

Education:

Minimum of two years of college education and shop skills.

Experience:

Experience as a skilled craftsman in a variety of mediums such as wood, metal, ceramics or photography.

Skills, Knowledge and Abilities:

- Knowledge of safety codes and hazardous material handling procedures.
- Willingness and ability to learn to facilitate other areas.
- Knowledge of basic machinery, electricity, and electronics.
- Ability to deal effectively on an interpersonal basis with students, faculty, staff, and suppliers.
- Ability to effectively maintain records, budgets and inventory through computer systems and maintain security of inventory.
- Ability to effectively maintain environmental controls through computer systems.

PREFERRED:

- Bachelor's Degree in art or related subject.
- Experience providing technical support, maintenance, or repair of art studio facilities.

ENVIRONMENTAL CONDITIONS:

Routinely deal with electronic and other equipment and chemicals appropriate to the discipline.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.