Superintendent of Mechanical Shop

University of California, Los Angeles
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Class Specifications - G.40
Senior Superintendent of Mechanical Shop - 8649
Superintendent of Mechanical Shop - 8650

SERIES CONCEPT

Under direction, the Superintendent of Mechanical Shop plans, organizes and directs the operations of a mechanical shop (or shops); and performs other related duties as required.

Incumbents approve expenditures of funds; are responsible for purchase of equipment and supplies; initiate cost analysis records such as inventory report, fiscal report, and budget requirements; determine need of maintenance work on equipment and facilities; plan and schedule maintenance work; select and train shop staff; supervise mechanician staff and in addition may supervise auxiliary staff such as clerical personnel, drafting technicians, and positions that require an equivalent level of skill as a mechanician.

While the work is primarily managerial in nature, the duties require technical skill at the Principal Laboratory Mechanician level in that incumbents assess complex jobs to determine skills, parts and facilities needed; plan and schedule work; estimate costs; make recommendations on how or if a job should be undertaken; may participate in functional design work; and may serve as a technical consultant to researchers and others.

The Superintendent of Mechanical Shop series is distinguished from the Superintendent of Grounds and Buildings series in that the duties involve highly skilled mechanical design work.

CLASS CONCEPTS

**Senior Superintendent of Mechanical Shop**

Incumbents plan, organize, and direct the operation of a large mechanical shop or two or more smaller shops, typically having a mechanician and auxiliary staff of about 10 full-time-equivalent employees.

**Superintendent of Mechanical Shop**

Incumbents plan, organize, and direct the operation of a mechanical shop, typically having a mechanician and auxiliary staff of about 5 full-time-equivalent employees.
MINIMUM QUALIFICATIONS

Senior Superintendent of Mechanical Shop

Two years of college work in an engineering field and ten years of experience in general machine shop work, tool making, and instrument making, and three years in a responsible supervisory capacity; or an equivalent combination of education and experience.

Superintendent of Mechanical Shop

Graduation from high school or a General Education Diploma and eight years of experience in general machine shop work, tool and die making or instrument making and one year in a responsible supervisory capacity; or an equivalent combination of education and experience.