

A. Information:

Position Title:	Workshop Attendant
Position #:	DDSN95
Derived From:	Design Formation Workshop
Instruction/Support Area:	Design Formation
Division/Department:	Creative Arts/Faculty of Arts
Reports to:	Department Chair, Design Formation
Positions Supervised:	Students in a workshop setting
Affiliation:	CUPE, Local 15 – VMECW
Pay Grade:	22
Date Prepared:	September 2, 2011 (updated May 13 2015)

B. Position Summary:

This position supervises first and second year students in a workshop setting and provides assistance in their workshop projects. This position ensures the efficient and safe operation of the Design Formation studio, by maintaining the safe use of workshop tools and equipment, assisting students in the use of some equipment, keeping track of small tools, and general cleanup in the workshop.

C. Duties & Responsibilities:

1. Supervises students in the safe use of equipment in the workshop area (70%):

- Present in the studio providing hands on supervision to students working on a variety of 3-Dimensional projects using wood, metal, plastics, etc.
- Distributes supplies needed for project completion to students, if required.
- Provides refresher demonstrations for students on how to safely use the tools and equipment.
- Ensures security of department equipment.
- Monitors tools loaned to students.
- Cleans and tidies the equipment room and other related areas to ensure a safe working environment for students and staff.
- Maintains competency and currency with current shop practices and tools.
- Participates in the building and installing of departmental activities, such as the Grad Show, and other departmental displays and exhibits.

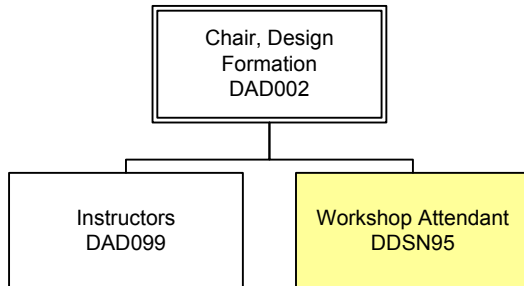
2. Provides instructional assistance (20%):

- Prepares for demonstrations by setting up tools, equipment, or supplies.
- Orders and supervises the use of materials for department.
- Assists in execution of exhibits and/or other “special projects” where construction expertise is essential.
- Assists the Chair and instructors in reorganizing the studios and workshop.

3. Performs other related duties / projects, as required (10%):

- Attends departmental meetings and participate on relevant committees as required.

D. Organization Chart:



E. Qualifications Required:

Education & Experience

- Graduation from a recognized two (2) year production, construction, or design program.
- Two (2) years of recent related experience assisting post-secondary students in a similar workshop setting.
- An equivalent combination of education and experience may be considered.
- Advanced knowledge of construction techniques, design and materials.
- Advanced knowledge of power tools, and maintenance of power tools.
- Advanced knowledge of computer skills (CAD drawings, Sketchup/Vectorworks)
- Experience working in a small studio/workshop with power tools.
- Experience working with lighting systems.
- Knowledge of Health & Safety operations and requirements, including WHMIS safety standards and practices.

Skills & Abilities

- Ability to communicate effectively verbally and in writing.
- Ability to apply First Aid protocols.
- Ability to establish and maintain effective working relationships with superiors, faculty, staff, students and members of the public.
- Ability to work independently and as a team member.
- Ability to organize and prioritize workload.
- Capacity to work harmoniously with post secondary students.
- Ability to demonstrate the use of different equipment to students.
- Ability to understand, interpret and apply department rules, policies and technical materials.
- Ability to respond and manage potentially dangerous, hazardous, or emergency situations.
- Ability to exercise a high level of initiative and responsibility.
- Have mechanical and electrical aptitude.
- Proficiency in carpentry skills, and overall building and fabrication techniques.
- Proficiency in the use of standard office equipment and applications (i.e. MS Office), email and internet browsers.
- Physical ability to perform the duties of the position (e.g. standing for long period of time, lifting objects up to 50 lbs, climbing ladders).

F. Supervisor's Approval:

I agree that the above accurately describes the duties and responsibilities of this position.

Signature: _____ Date: _____
(Supervisor/Administrator of position)

G. Incumbent Signature:

I agree that the above accurately describes the duties and responsibilities of this position.

Signature: _____ Date: _____
(Incumbent)

H. Human Resources Approval:

Signature: _____ Date: _____
(Human Resources Consultant)

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