Georgia State University

Job Specification

Job Title: Manager, Instrument Shop

BCAT Code: 090X02  Effective Date: June 1, 2011
Pay Grade: G17   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Assumes responsibility for scheduling work in the Instrument Shop.

Examples of Duties
- Oversees and manages the shop personnel.
- Processes and keeps records of billing, receiving of shipments, etc.
- Designs, repairs, and researches instructional instruments and/or equipment.
- Responsible for all electrical equipment repairs.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of Physics labs requirements and needs.
- Knowledge of equipment and maintenance techniques.
- Knowledge of basic computer applications related to the area of assignment.
- Knowledge of applicable principles and practices.
- Skilled in equipment repair.
- Skilled in reading equipment documentation.
- Ability to communicate effectively.

Minimum GSU Hiring Standards
Bachelor’s degree and five years or related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources  Classification Section