University of Edinburgh

Job Description Template

1. Job Details

Job title: Workshop Manager (Mechanical)

School/Support Department: Physics

Unit (if applicable):

Line manager: Technical Services Manager

2. Job Purpose

To manage the School of Physics Mechanical Workshop, a large high precision manufacturing workshop producing work for the School, and other College, University and associated Institute customers.

3. Main Responsibilities

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<tr>
<th>Approx. % of time</th>
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<tr>
<td>1. Supervise the operation of all aspects of the workshop, including the other three technical staff.</td>
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<td>2. Ensure satisfactory throughput of work and exercise appropriate quality control measures.</td>
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<td>3. Discuss and evaluate customer requirements, then provide project costings, designs, drawings and other appropriate records.</td>
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<td>4. Manufacture projects to a high standard</td>
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<td>5. Implement safety procedures in this inherently high risk area.</td>
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<td>6. Provide close supervision to other members of technical and academic staff and post-graduate students who wish to achieve a degree of self-sufficiency in basic engineering skills.</td>
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4. Planning and Organising

Assess time and effort to complete each project and schedule up to 4 months in advance. Plan order placement for materials, tools, consumables etc., to enable work programme can advance without hold-ups. Plan and implement routine and preventative maintenance of equipment.

5. Problem Solving

Design complex pieces of equipment / apparatus, reviewing and refining at every stage of manufacture, and applying novel solutions where necessary. Plan and execute unique or difficult mechanical/manual handling logistical operations, with due regard to health and safety considerations.
6. Decision Making
Allocate work to three other workshop technicians, matching skill sets and workload against work programme and timescales.
Decide on work method, materials to be used, etc., to achieve optimum balance between acceptable standard of output, and time and cost taken to achieve it.

7. Key Contacts/Relationships
First point of contact with all who wish to use workshop facilities, whether internal or external, staff, student, or other customers.
Co-operate with other campus workshop supervisors and Technical Service Managers to enable appropriate sharing of work.
Assist external inspectors with annual inspection of equipment, lifting gear etc.

8. Knowledge, Skills and Experience Needed for the Job
HNC/HND or City & Guilds Full Tech., in an engineering subject.
Minimum 10 years experience working in a broad based engineering workshop.
Good inter-personal and communication skills.
Sound knowledge of Microsoft Office and CAD software packages.

9. Dimensions
Directly responsible for operation, safety and security, of large workshop and two associated spaces, totalling 410 sq.m., and containing over 30 large machine tools, both general (lathes milling machines etc.), and specialist (spark erosion equipment, laser cutting equipment).
Two of the machine tools are CNC machines, and a further 2 have digital read-out.
One of the associated spaces is a dedicated welding fabrication shop
Replacement value of equipment in excess of £1M.
Shared responsibility for materials section of Stores, and the 4 large cutting machines therein (power guillotine etc.).
Direct reports from 3 other workshop technicians.
Direct supervision of users of that part of the workshop available to other staff and PG students (up to 8 at any one time).
Responsible for £4k consumables budget, and for invoicing approx. £8k of work p.a.

10. Job Context and any other relevant information
Only remaining large manufacturing workshop in the University, therefore work is accepted from across the University.