



JOB INFORMATION

Job Code:	177027
Job Title:	Scientific Glassblower
FLSA Status:	Non-Exempt
Supervisory:	Supervises student, temporary and/or casual workers.
Job Family:	Machine Shop
Job Family Group:	Research and Clinical Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Provides highly skilled technical work in design, fabrication and repair of product and services of the Glass Shop which supports instructional and research projects.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Specialized/technical training	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience as a Master Scientific Glassblower with comprehensive knowledge of custom design, fabrication and repair of specialized apparatus.
X		Must have knowledge of the effects of chemical reactions on materials and properties of various gasses.
X		Basic knowledge of chemistry.
X		Experience with borosilicate, pyrex, and quartz glass.
X		Experience in vacuum line.
X		Experience in glass to metal seals.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Experience as a Scientific Glassblower in a university setting.

Other Job Factors

- Travel required for jobs and errands.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Meets with faculty and researches to discuss work orders and projects. Develops drawings and specifications from general verbal descriptions or rough sketches. Assists with design of projects based on knowledge of design, capacity, properties of glass, quartz, metal and plastics and precision glassblowing and machining techniques.				
Designs, develops and constructs new and original glass components for equipment and instruments involving complex glass systems and optics to meet specific research needs. Designs and fabricates a large variety of glass high vacuum systems. Provides repair of glass components and manufactures new ones as needed. Performs work with safety as a priority.				
Analyzes work orders and estimates time, machine and material requirements for completion of job assignments.				
Interprets specifications, blueprints, sketches and job orders. Prioritizes jobs and accomplishes work by deadlines and within turnover guidelines.				
Provides consulting services and training to researchers in glass engineering and technology including uses of compatible materials and design of glass systems.				
Establishes or adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment and requirements for product performance. Determines new methods and processes to enhance shop efficiency.				
Maintains time and productions records and reports monthly recharges to the Business Office. Completes necessary paperwork for billing and bookkeeping purposes. Executes budget planning and fiscal solvency.				
Develops, maintains and enforces internal operating procedures to ensure compliance with safety regulations and security procedures.				
Maintains and controls inventories at levels adequate to sustain efficient operations. Places special orders for materials and tools based on work orders accepted. Negotiates with vendors for optimal price on goods and services.				
Coordinates acquisition of specialized equipment through purchases, rental, loan or donation. Surveys vendors to ensure that purchases comply with policies, regulations and good purchasing practices.				
Maintains ongoing, updated inventory of department equipment and other related materials. Maintains machines and equipment in safe, operating order. Including cleaning and/or laundering, if applicable. Repairs equipment and/or arranges for repairs that cannot be performed in house. Determines when vendors should be contacted to service equipment.				
Analyzes department needs for specialized equipment. Works with purchasing to determine availability, vendors, costs, etc. Prepares reports and makes recommendations for department use.				
Ensures compliance with all applicable rules and regulations regarding maintenance and use of specialized equipment.				
Maintains currency on latest products and trends by reading trade publications, attending seminars and trade shows, and developing and maintaining vendor contacts.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly,

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.