

Machinist Supervisor

Job Code: 6940

Salary Grade: S09

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for building or repairing precision tools and equipment using technical drawings and instructions.

- Manages assigned technical projects, to include but not limited to planning, implementing and monitoring all technical activities and coordinating with the appropriate personnel.
- Maintains shared database of trouble reports, vendors, orders placed, and invoices.
- Maintains files, service log, instruction manuals, vendor catalogs, software licenses, and instrument/component data books.
- Prepares billing for shop work performed.
- Assists with organizing parts, supplies, and tools in the Electronic and Machine shops.
- Supervises personnel and provides training as needed.
- Assigns tasks, communicates with users, and provides timely estimates of time and cost for repairs.
- Implements and monitors safety procedures including condition of equipment.
- Procures consumable equipment components for the machinist shop.
- Manages services for the Instrument and Electronic shop.
- Procures test instrumentation for machinist shop and analytical instrumentation for the department.
- Trouble shoots and repairs instrumentation using electronic test instruments and circuits involving transistors, diodes, RF, R/C/L/Z, and other components.
- Performs wiring, soldering and case/panel construction.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: High School Diploma, GED, Vo-Tech, or Trade School Certification.

Experience:

Required: 36 months experience in Engineering, Electronics or as a Machinist.

Certifications or Licenses:

- Valid Oklahoma Driver's License to drive University vehicles or ability to obtain within 30 days from hire date

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to use Microsoft Office Suite (Word, Excel, and Outlook)
- Strong initiative to solve problems
- Strong math skills
- Ability to read schematics and blueprints
- Ability to work independently
- Ability to use established safety practices to protect the health and safety of personnel and property
- Ability to use hand tools, to include but not limited to wrenches, screwdrivers, DMM, O-scope, soldering, and hand drills
- Ability to use larger machines, to include but not limited to table saw, band-saw, lathe, mill, drill press, grinder, belt sander, break, and shears
- Ability to train, instruct, and assign work to employees
- Communicates with users in a positive and helpful manner

Working Conditions

Physical:

Ability to engage in repetitive motion. Occasionally lift and/or move up to 75 pounds. Manual dexterity. Uses computer and calculator.

Environmental:

Exposure to a hazardous work environment.



JOB DESCRIPTION

The UNIVERSITY *of* OKLAHOMA

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