

CERAMIC TECHNICIAN

JOB DESCRIPTION

Classification Responsibilities: A Ceramic Technician performs paraprofessional work assisting in the operation and maintenance of an instructional ceramic studio. Responsibilities include: performing specialized and technical duties to ensure efficient and safe operation of studio equipment and kilns; providing instruction to students and teachers on the safe use of studio equipment; operating a wide variety of specialized equipment related to ceramics including mixers, wheels, electric, gas and wood kilns and hand and power tools; performing minor repairs and adjustments as needed; receiving and storing supplies; responsibility for Material Safety Data Sheets (MSDS). The employee researches and documents glaze experiments to develop recipes for color, texture and adherence; tests glazes using a variety of firing temperatures and techniques; mixes over 60 glazes using prescribed recipes; maintains computer file on clay and glaze recipes; and supervises volunteers. This class performs related duties as required.

Distinguishing Features: This class is supervised by the Arts Education Coordinator. Specific instructions are received in relations to work methods and procedures with the work subject to regular inspections and review to ensure maintenance of established standards. Because of the variety of duties performed by this classification, employees must be able to work flexible hours and be available for weekend and evening work. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to two years college-level training with specialized coursework in ceramics. Good (1 - 3 years) experience related to visual arts.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Bachelor's Degree in Fine Arts is desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with supervisor and instructors, other City employees, subordinate arts and cultural staff, program participants, parents, volunteers and a diverse public which includes all age groups in order to conduct ceramic activities, and explain program policies and procedures. Instruct participants in individual and group activities. Trains subordinates and volunteers working with ceramics. Writes various basic reports and completes accident/incident reports.

Manual/Physical: Maintains financial and activity records. Meets program standards and objectives as outlined by supervisors. Gives directions to volunteer staff. Adapts ceramic activities to needs of participants. Observes students and instructors during program activities to monitor for safety and health

standards. Maintains working area and equipment in clean condition. Maintains supply inventory. Receives and transports 50 pound bags of clay, and handles day-to-day housekeeping duties. Meets scheduling and attendance requirements.

Mental: Provides on-site supervision, organizes and directs the work of subordinates including volunteers. Learns City rules and regulations and City policies. Comprehends and follows verbal and written instructions.

Knowledge and Abilities:

Knowledge of:

ceramic terminology, policies, procedures, functions, and practices;
clay and glaze chemistry;
the operation of kilns, wheels, mixers and power tools; and
interpersonal skills using tact, patience and courtesy.

Ability to:

perform specialized and technical duties to assure safe and efficient studio operation;
assure the care, security and proper storage of artwork, equipment, materials and supplies;
meet and deal tactfully and effectively with the public;
communicate effectively, both verbally and in writing; and
establish and maintain effective working relationships with other employees and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/15

TO/co/pa

CS3549.DOCX (Full-time) PAY GRADE: 38

CS3554 (Part-time Grant-funded) PAY GRADE: 38

EEO-Para

NDOT SAFETY-No SECURITY-No

NDOT RANDOM -No

NIDA-No CDL-No

RESP-No IND-9063

JOB FCTN-ART SWORN-No

INCREMENTS 62-200