

Greenville Woodworkers Guild, Inc.
POSITION DESCRIPTION

Title: Shop Superintendent

PD No.: 1
Version No.: 1
Date Adopted: 9/15/03
Resolution: 2003-34

General Responsibilities:

The Shop Superintendent is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the "Guild") for the general management of the woodworking shop located at the Greenville Woodworkers Education Center(the "Shop"). He/she shall administer the policy established by the Guild governing use of the Shop (the "Policy") and establish such other rules and procedures to address the security of the Shop and the safety of operations conducted therein as he/she considers necessary or appropriate. Consistent with the Policy, he/she shall appoint, train and delegate assignments and responsibilities to subordinate personnel so as to provide for maintenance of the facility and equipment; acquisition of required materials and supplies; scheduling of hours of operation and individual and group work sessions; and, shall take any and all other actions that he/she determines are reasonably necessary for the safe, efficient and orderly operation of the Shop.

Authorization:

The Shop Superintendent is appointed by the Greenville Woodworkers Guild, Inc. Board of Directors (the "Board") and serves at the pleasure of the Board. He/she is bound by the Policy and any other policies and budgets adopted by resolutions of the Board and shall act consistently with such policies and budgets. The Shop Superintendent may appoint an Assistant Shop Superintendent to assist in the management and administration of the Shop. An Assistant Shop Superintendent serves at the pleasure of the Shop Superintendent.

Specific Duties and Responsibilities:

The Shop Superintendent's responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the activities of Shop staff members and volunteers so as to achieve the following.

- Appoint and train Shop Supervisors and Shop Assistants
- Assign Shop Supervisors and Shop Assistants as necessary for Shop operations.
- Set hours of operation of the Shop.
- Provide for scheduling of Shop work sessions.
- Establish and administer safety rules and procedures.
- Establish and enforce rules and procedures for use of various equipment and machines.
- Provide for indoctrination of Shop users as to Shop rules and procedures.
- Provide for assistance to Shop users in machine setup and operation.
- Provide for maintenance of Shop facilities.
- Provide for maintenance of Shop equipment.
- Purchase and receive equipment, tools, materials and supplies.
- Determine optimum placement for equipment, material storage, tools and other Shop contents.
- Plan and supervise modifications to the Shop facilities and layout.
- Submit budget recommendations to the Board.
- Submit policy recommendations to the Board.
- Advise the Board concerning the acceptance of non-monetary donations for/to the Shop.
- Provide for collection of Shop usage information and statistics.
- Submit Shop usage reports to the Board.
- Provide information about Shop activities to the Website Manager and Newsletter Chairman.
- Encourage use of the Shop by Guild members.
- Perform any other actions necessary for the safe, efficient and orderly operation of the shop.