



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### METAL WORKER AND PLASTIC WORKER SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
<b>Metal Worker &amp; Plastic Worker Supervisor</b>	<b>V4199S</b>	<b>60</b>	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### **Purpose**

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees\*\*, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel. All metal workers and plastic workers not listed separately.

#### **Nature of Work**

The Metal Worker and Plastic Worker Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and producing and installing exhibit structures, artifact mounts and graphics. They apply archival principles, preservation methods and techniques to exhibits for conservation and aesthetic purposes. They provide consultation in regards to specific materials and methods to be used along with the principles and practices of records management in arranging, describing, and storing materials. They apply standardized methods and procedures to the application of preservative and restorative treatment and to the maintenance of appropriate environments for object preservation. They provide consultation in regards to specific materials and methods to be used.

#### **Distinguishing Characteristics**

*The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.

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- Employees in this Role design, produce, and install artifacts, specimens, and works of art in museum exhibits, collections, and research programs.
- Employees conduct research and develop a reference bank containing information regarding current practices; design, install, and maintain appropriate lighting systems to achieve acceptable light levels for conservation and aesthetic purposes; may serve as consultant in regard to use of appropriate materials and methods of object and artifact preparation in relation to concerns for safety, conservation, and aesthetic purposes.

### **Recommended Education and Experience for Full Performance\*\*\***

Associates degree in Applied Arts, can include classes in art, metal-smithing, conservation, manual arts, industrial arts, or museology and two (2) years of experience in exhibit preparation, metal-smithing, or a related field, one (1) year of which must be supervisory.

### **Minimum Qualifications**

High School diploma or GED and two (2) years experience applying archival principles, preservation methods and techniques to exhibits for conservation and aesthetic purposes.

### **Knowledge and Skills**

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

#### **Knowledge**

**Leadership** - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

**Mechanical** — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

**Production and Processing** — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

**Design** — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

**Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

**Engineering and Technology** — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services

#### **Skills**

**Leadership** - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

**Operation and Control** — Controlling operations of equipment or systems.

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**Operation Monitoring** — Watching gauges, dials, or other indicators to make sure a machine is working properly.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Quality Control Analysis** — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Equipment Selection** — Determining the kind of tools and equipment needed to do a job.

**Speaking** — Talking to others to convey information effectively.

**Time Management** — Managing one's own time and the time of others.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 04/27/2012      **Revised:**

*\*\*Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

*\*\*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation. Not to be construed as minimum qualifications.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*