

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9627

CERAMIC ASSISTANT

NATURE OF WORK

This work involves assisting in the conduct of ceramics courses including teaching ceramics techniques, firing, and ordering supplies.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Assists and at times teaches ceramics to people of all ages and ability levels.

Loads ceramic materials into the kilns and removes them when finished.

Prepares samples and attractive sample displays.

Orders supplies as needed.

Provides customer assistance and responds to inquiries and complaints.

Collects money for supplies purchased.

Assists in an annual inventory.

Assists in the daily maintenance of records and the accurate compilation of reports.

Cleans the facility and grounds.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the operation of kilns.

Knowledge of the operation of a spray master booth.

Knowledge of the uses of greenware, glazes, paints, and stains.

Ability to use ceramic tools and brushes.

Able to distinguish what type of ceramic pieces can be fired together in the kiln and at a given temperature.

Ability to perform a variety of ceramic techniques.

Ability to speak before groups.

Ability to communicate effectively with workmates and the public.

Ability to understand oral and written instructions.

Ability to move about the facility 75% - 100% of the workday.

Ability to work with all ages and ability levels.

SPECIAL QUALIFICATIONS

Ability to work varied times, including weekends and holidays.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Telephone

Calculator

Kilns

Spray Master Booth

Air brush