



MAKERSPACE LEAD

DEFINITION

To deliver high quality customer service, service, maintain, and support technologies in Square One, support library programs with space, materials, supplies, and staff support, and report to the Makerspace Librarian.

DISTINGUISHING CHARACTERISTICS

The Makerspace Lead knows how to operate, maintain, and troubleshoot all technology and equipment in the Makerspace, is able to make decisions in the moment according to policies, procedures, and principles of the Makerspace and Library, supervises Makerspace Technicians and Support Staff, delivers Basic Use and Safety (BUS) orientations, keeps required records for reporting, ensures safety within the makerspace for staff and users, and supervises other staff in the space. In addition, the Makerspace Lead advises the Makerspace Librarian on various subjects, tracks inventory and recommends purchases for ongoing Makerspace operations.

SUPERVISION RECEIVED AND EXERCISED

Works under the direction of the Makerspace Librarian. Oversees daily operations and Makerspace staff.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

- Maintain and support the day-to-day operations of Square One and its technologies.
- Participate in the evaluation of technology pilots and troubleshoots where necessary to ensure successful completion.
- Provide Makerspace support for program participants.
- Assist in the implementation of Square One technologies.
- Ensure safe operation of Square One.
- Train users in the safe use of technologies as they are implemented in Square One.
- Support the areas of Prototyping, Woodshop, Art & Textiles, Digital Arts.
- Support equipment large (installed, unmoving) and small (mobile, modular).
- Research, evaluate and recommend purchases of appropriate equipment and software.
- May research/develop ADA procedures.
- May assist IT technicians as determined by departmental leadership.
- May require evening and weekend hours.
- May provide evening and weekend oversight of Square One and would be responsible for its safe operation.

- Identify, troubleshoot and resolve hardware, software, and network related problems encountered by end-users.
- Interact with Supervisor as necessary to support and maintain the Square One environment.
- Effectively communicate with end users regarding class instruction in group settings and one-on-one.
- Work closely with Supervisor to develop training to be used for maximizing ability to utilize equipment capabilities and features.
- Counsel Square One users regarding best practices, ensuring compliance with safety, rules, and policy guidelines.
- Advise library supervisor regarding Square One issues, needs, and continuous improvements.
- Maintain a clean work environment.
- Assist with Square One assessment activities.
- With or without accommodation, the employee in this position needs to move about and position him/herself to access files and operate a variety of prototyping machines including laser cutting systems, 3D printers, CNC routers, vinyl cutters, sewing equipment, digital media equipment, and other power equipment. This position requires work in a unique product development and prototyping laboratory and routinely exposes one to manufacturing and other technical environments. This may require lifting and positioning raw materials and/or products, loading materials into machines, fabricating working models of product ideas, and may occasionally involve work out of door.
- Perform other duties as assigned.

SKILLS, KNOWLEDGE, AND ABILITIES

- Must have strong interpersonal skills and the ability to work in collaborative environment.
- Able to provide instruction to individuals or small groups.
- Ability to offer advice and work closely with all age groups.
- Answer questions related to basic makerspace technology.
- Work both independently and as part of a team.
- Knowledge of current desktop and mobile operating systems.
- Knowledge of current digital fabrication tools.
- Knowledge of design software.
- Able to multitask with a high volume of personal interaction with patrons, staff, and coworkers.
- Able to effectively communicate technical information to technical and non-technical personnel.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

- This job description may be revised upon development of other duties and changes in responsibilities.

Technical Skills Preferred

- Laser cutting/engraving.
- 3D printing and scanning.
- General art literacy.
- Woodshop proficiency and knowledge.
- Sewing, vinyl cutting, other art and textiles technologies.
- Digital media manipulation, processes, and best practices.

MINIMUM EDUCATION AND EXPERIENCE

Candidates must be creative problem solvers, have a demonstrated ability to use, troubleshoot, and repair a wide variety of equipment, be self-starters, well-organized, and work well in teams and individually. Taking ownership of tasks and personal growth is important.

Two (2) years of library makerspace experience supporting patrons and staff required.

Familiarity with Woodland and the Woodland Public Library preferred.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 25 pounds of force occasionally. Other Requirements
Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures, or physical appearance associated with objects and people.