



MAKERSPACE SUPPORT STAFF

DEFINITION

To deliver high quality customer service, support technologies in Square One, assist with library programs, and report to the Makerspace Librarian.

DISTINGUISHING CHARACTERISTICS

Makerspace Support Staff is an entry level position. Support Staff have an eagerness to learn and ability to be creative.

SUPERVISION RECEIVED AND EXERCISED

Reports to the Makerspace Librarian and is guided by the Makerspace Lead.

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

- General shop upkeep (cleaning, sanitization).
- Inventory management and organization.
- Learning safe and proper equipment operation and best practices.
- Monitoring of equipment for safety and proper use according to SOP.
- Helping patrons with their projects.
- Implement shop improvements in organization, signage, SOP, etc.
- 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

- Developing interpersonal skills and the ability to work in collaborative environment.
- 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.
- 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.

MINIMUM EDUCATION AND EXPERIENCE

Candidates must be creative problem solvers, have a demonstrated ability to use 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.

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.