

# Lab Manager

The Madjax Lab Manager is responsible for the management and oversight of all Maker Force lab operations including, but not limited to, staffing, materials, equipment operation and maintenance, inventory, training, and safety.

The Madjax Lab Manager partners with the Director of Initiatives and Partnerships to promote the Madjax Lab as a center for creativity and innovation, to help create programs and classes based on the needs of existing industry emerging industry, create, and facilitate partnerships to understand skills gaps and education and training shortfalls in the region.

## **ESSENTIAL FUNCTIONS:**

Leads staff, interns, and volunteers working in the lab and manages their training on the use of the software, computers, and manufacturing equipment.

- Collaborates with the Madjax Executive Director(s) to promote the lab in the community.
- Serves as a champion for the lab by promoting the opportunities available through various venues in the area and maintain partnerships with external organizations.
- Establishes protocols for safe and effective use of the lab; monitors and maintains optional safety conditions in the lab.
- Maintains the equipment, manages supply inventory, and manages the budget.
- Schedules and provides supervision of the lab and its staff and volunteers.
- Operates the lab on a day-to-day basis and mentors students, teachers and community members by assisting them with their projects and ideas.
- Assists administrators, teachers, students, and community members by providing professional development opportunities in the area of fabrication technology.

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

## **REPORTING STRUCTURE:**

This position reports to the Chief Financial Officer of Madjax.

## **QUALIFICATIONS/ REQUIREMENTS:**

The requirements listed below are representative of the knowledge, skills and ability required to successfully perform the essential functions of this position.

## **EDUCATION AND/OR EXPERIENCE:**

- Minimum of a technical degree (ME, CS, or IT) and/or similar job experience.
- Related experience in a field with significant technical experience and three (3) years of recent professional experience providing support services in a directly related unit or discipline preferred. Experience with image editing, CAD/CAM applications, and design software.

- Experience with fabrication equipment such as a vinyl printer/cutter, laser etcher/cutter, CNC mill, CNC plasma cutter, and other related equipment.
- Experience working in or using manufacturing/industrial and rapid prototyping technology and equipment.
- Proficient in common desktop applications (web browsing, Microsoft Office Suite, image editing).
- Strong interpersonal skills as well as written and oral communication skills are essential for this position.
- Confidentiality, maturity, and professionalism are essential for this position.
- Experience in teaching and/or demonstration of science and technology, especially in a community environment.

#### **LANGUAGE AND REASONING SKILLS:**

Ability to understand written or oral instructions; read, analyze, and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required to effectively present information in a one-on-one and small group setting. Strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential. Must have demonstrated, through prior work experience, the ability to identify and resolve, in a courteous and professional manner, complex issues and problems while adhering to an appropriate policy and procedure.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is required to sit and stand for moderate periods of time and the ability to see and hear. Frequently, this position is required to walk, stoop, climb, and lift up to 70 pounds.

#### **WORKING ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position typically works in a well-lit, climate controlled, and adequately ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar shop/lab work hazards. However, there will be times when the temperature in the lab is higher than normal. The stress level for this position is moderate and the noise level for this position is moderate normally.

#### **TERMS OF EMPLOYMENT:**

Salary Scale: \$45,000 - \$55,000 depending on education and or experience.