

Descriptor Term:

GFABT

JOB DESCRIPTION

ISSUE DATE: 06-19-2017

FAB LAB AIDE

REVISED: 03-11-2019

SUMMARY:

The primary purpose of the Fab Lab Aide is to assist the Fab Lab Manager and/or Mobile Fab Lab Program Facilitator with the day-to-day operations of the Jackson County Fab Lab

ESSENTIAL FUNCTIONS:

- Supervises and monitors Mobile Fab Lab as well as Ambassadors using the Fab Lab equipment
- Answers telephone calls and provide information and assistance to the caller
- Greets visitors that utilize the lab be it students or members of the general public
- Monitors the visitors in the lab
- Maintains the mobile and stationary Fab Lab schedule. Schedules groups or members of the general public that desire to utilize the labs
- Orders and maintains adequate stock of materials and stock needed for both labs
- Travels with the Fab Lab Manager, in the mobile lab, to community events or Mobile Fab Lab Program Facilitator
- Maintains attendance reports and submits payroll
- Maintains a list of visitors to the labs and submit monthly reports to the Fab Lab Manager
- Assists in transport and setup of Mobile Fab Lab
- Assist in maintaining records and maintenance of Mobile Fab Lab
- Other duties as assigned

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 Fab Lab Manager

QUALIFICATION 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:

- Must possess a high school diploma or the equivalent
- Proficient in common desktop applications (web browsing, Microsoft Office Suite, image editing)
- Familiarity with the digital design process
- Strong interpersonal skills as well as written and oral communication skills are essential for this position
- Confidentiality, maturity, and professionalism at all times are essential for this position

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.
- Occasionally, this position is required to walk, stoop, climb, and lift up to 20 pounds

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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:

- Annual Salary: Based on the Fab Lab Aide Salary Scale
- The employee in this position will work 187 days
- May include weekends, evenings, and summer
- This is a non-exempt position
- This may include weekends, evenings, and summers