

PERALTA COMMUNITY COLLEGE DISTRICT – 10/2022

CLASSIFIED JOB DESCRIPTION

Digital Fabrication Lab Technician (SEIU Local 1021 Salary Range 102) Job Code: 511

CLASS PURPOSE

Under the direction of the Career and Technical Education Dean perform basic and advanced level work in the operation of a Digital Fabrication Lab. Assists faculty in making optimal use of equipment and resources used to meet curriculum requirements. Ensures equipment safety and enforces safety procedures at all times. Responsible for ensuring material and equipment needs are met at all times. The Digital Fabrication Lab Technician should have strong working knowledge of shop and general fabrication best practices and possess expertise in the operation of all standard instruments in the areas of digital fabrication. Provides support to a diverse student population and imparts best design and manufacturing practices as well as the development of self-directed education skills.

WORK SCHEDULE

This is normally a full-time position with a work schedule of 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Provide general oversight and coordination of daily Digital Fabrication Lab operations
- Develop and enforce safety procedures for all lab users
- Support faculty in developing curriculum for instruction
- Coordinate resource use to prioritize curriculum needs, while maintaining availability of extracurricular access
- Facilitate and create equipment workshops, as needed
- Collaborate with Dean to develop and implement plan for hours of operation, staffing and procedures
- May assist in the design, planning, and production of special projects for campus administrators and staff
- Support faculty with learning lab equipment and digital design techniques
- Supervise outside contractors, student workers, and the work of instructional assistants

Job Description: Digital Fabrication Lab Technician

- Maintain inventory and coordinate the purchase of equipment and materials.
- Engage with the industry advisory board to ensure relevance of Digital Fabrication Lab offerings
- Coordinate equipment installation, operation, maintenance, and decommissioning
- Promote and expand digital fabrication offerings in the academic setting
- Participate in regular digital fabrication industry professional development
- Performs other related duties as required

MINIMUM QUALIFICATIONS

1. 2 years of experience in Digital Fabrication Technician roles, or an equivalent combination of education and experience that could likely provide the desired knowledge and abilities to perform the duties of the position.
2. Demonstrated knowledge of safety regulations related to the use of and maintenance of lab equipment and materials.
3. High proficiency in computer assisted design (CAD) and computer assisted manufacturing (CAM) software.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Work experience in an educational environment
- Proficiency in traditional manufacturing technologies, processes, and techniques
- Ability to establish working partnerships with community-based organizations, high schools, colleges and/or universities
- Acute customer service skills
- Highly competent time management skills
- Proficiency in project management and communication software

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional use of visual acuity from a distance, with depth, and for color
- Occasional lifting and carrying up to 50 lbs. Occasional pushing and pulling up to 75 lbs.
- Occasional twisting of body
- Frequent use of manual dexterity

Job Description: Digital Fabrication Lab Technician

- Frequent use of tactile acuity
- Frequent standing, walking, stooping, kneeling, squatting, and climbing stairs
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Frequent sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment
- Personal computer
- Metrology tools and equipment
- Manufacturing tools of all types
- Hand tools of all types
- Computer assisted design (CAD) and computer assisted manufacturing (CAM) software
- Project management software
- Spreadsheet and word processing software
- Email and communication software

Revised: N/A