



**Position Title:** Part-Time Architecture Woodshop Tech/Manager

**Job Code:** 8349

**Reports To:** Department Chair

**Grade:** CT

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Architecture Woodshop Tech/Manager supports the Shop Lab by maintaining the Shop Lab, inventories, and cleanliness of equipment, supplies, and other records as requested as well as assist students during lab hours.

**Duties & Responsibilities:**

- Maintains to day-to-day equipment operations of all lab tools and maintenance of all components, which includes changing and repairing of broken blades, sanding belts, pads for all sanding tools, drum sander, sanding drums, drill press, table saws and blades, laser cutter, disk sanders, compressor and dust collectors.
- Maintains inventory of all equipment, which includes ordering and updating of inventory lists.
- Responsible for the maintenance, cleanliness, and safety of all equipment and lab areas.
- Supervises, attends, assists, and guides students in the Shop Lab on safety procedures, and proper functioning of equipment and its components.
- Sets-up for labs and picks up the scrap materials upon completion.
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Associate's degree and two (2) years work related experience
- Experience with power tools, table saws, and laser cutters.
- Knowledge of safety procedures on the use and maintenance of equipment, tools and components.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name