POSITION ANNOUNCEMENT

TITLE: LAB MANAGER, MAKER HUB   DEPT: SOUTHWEST INNOVATION ALLIANCE

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $60,320-$66,352

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: June 14, 2023* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:
Under the limited supervision of the Executive Director of the Southwest Innovation Alliance, serves as the operational lead for Maker Hub facilities and equipment under the management of the U.S. Air Force Research Lab (AFRL) through its partnership with New Mexico Tech.

The position is responsible for all aspects related to the management of Maker Hub equipment including procurement, maintenance, inventory, supplies and usage. The incumbent will oversee the set-up of equipment/facilities for group and individual projects. They will personally conduct trainings/workshops for personnel and users on various topics related to the Maker Hub facilities and equipment. The selected individual will be responsible for the development and coordination of safety and access policies with relevant points of contact. Additionally, the incumbent will contribute to the implementation of projects and events that promote the AFRL Maker Hub activities to the general public and military personnel. The position is based in Albuquerque, New Mexico on Kirtland Airforce Base (KAFB).

JOB FUNCTIONS:
Lead and facilitate the building of a Maker Hub network of external and internal resources, and provide assistance to users looking to collaborate with non-traditional partners. Support program planning efforts to assist AFRL workforce and its community partners in the acquiring of manufacturing skills and to support prototyping efforts that lead to new commercial technologies. Support the recruitment of users and partners into the Maker Hub network. Identify and engage new mission-related applications and support for the Maker Hub. 20%

Provide direct guidance and oversight to interns, volunteers, and personnel during Maker Hub hours. Oversee the maintenance of a clean and safe environment for Maker Hub users. Provide technical guidance to users in project design, fabrication, and prototyping. 15%

Maintain equipment in the Maker Hub facilities including 3D printers; laser cutters; conventional machine tools; electronics/computer components. Diagnose and troubleshoot mechanical systems, computer, and instrumentation problems. 10%

Develop and implement curricula and training for users and support staff to include new user orientations, safety overviews, special topics classes/workshops, and ad hoc one-to-one project support. 10%

Develop an operations budget for the Maker Hub in conjunction with appropriate financial authorities. 5%

Serve as a procurement card (P-card) holder to facilitate the purchase of general goods and services for the Maker Hub; coordinate with appropriate budget authorities the purchase of capital equipment and/or materials exceeding $1,000. 10%
Train users, interns, and volunteers in the safe use of Maker Hub resources and supervision of users during equipment usage. 10%
Develop and coordinate safety and access procedures with relevant safety & health points of contact. 10%
Develop and refine the processes and policies for user access, including eligibility policies, user agreement and safety training forms. 5%
Other duties and responsibilities as assigned. 5%

REQUIRED QUALIFICATIONS:
Bachelor's Degree in General Studies, Humanities, Education, STEM or other related baccalaureate degree. Demonstrated leadership experience managing professional personnel in a complex multi-faceted organization. Ability to obtain and maintain a Department of Defense (DoD) security clearance. Experience in rapid prototyping, CAD/CAM design, additive manufacturing, CNC technologies, microcontrollers, small electronics, code development and general fabrication techniques. Ability to develop a broad network both inside and outside AFRL. Experience providing technical and safety instructions to users and personnel in a lab environment. Ability to diagnose and troubleshoot mechanical systems, computer, and instrumentation problems.

DESIRED QUALIFICATIONS:
Ability to use independent judgment and to gather, manage and communicate with users and various other internal and external audiences. Experience leading Tech Sprints and rapid prototyping challenges. Experience building and collaborating with a diverse network of technical SMEs.

LIFTING REQUIREMENTS:

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PHYSICAL DEMANDS:

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Apply to: nmtjobapps@npe.nmt.edu