

## ENVISIONEERING CENTER TECHNICAL DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important technical position involving responsibility for planning, training and overseeing the technical operations of the Portville Envisioneering Center. The work is highly technical and requires specialized training. An incumbent trains students and community members on the use of computer numerical control technology, such as 3D design, electrical engineering, and robotics materials fabrication. An employee of this class will work with manufacturers to ensure tools and technologies are installed correctly and up to date. Work is performed under general direction of the Superintendent of Schools with wide latitude allowed for the exercise of independent judgment. The position involves responsibility for maintaining the highest standards of quality in procedures and participant safety. An Envisioneering Center Technical Director does related work as required.

### TYPICAL WORK ACTIVITIES:

- Facilitate access to traditional and digital technologies for community, staff & students;
- Sets up, calibrates, standardizes and teaches new procedures for a variety of Envisioneering Center technology to Envisioneering Center participants;
- Trains participants in laboratory techniques and new methods;
- Conducts research and special studies in the development of new techniques;
- Prepares reports on the activities for each section and maintains procedure manuals, quality control manuals and other records;
- Consults with manufacturers or subject matter experts on difficult or unusual problems;
- Maintains an inventory of laboratory supplies and equipment to assure continuous operation of the laboratory;
- Keeps abreast of latest developments in fields represented by the Envisioneering Center;
- Programs specific parameters and sequences for individual print jobs;
- Monitors quality of job output for correctness and image quality;
- Troubleshoots equipment problems and performs daily, weekly and monthly maintenance on equipment as required;
- Collaborate with industry professionals, suppliers and sales representatives to schedule presentations by subject matter experts;
- Researches and makes recommendations with regard to lab equipment and software purchases;
- Collects information regarding lab use and may prepare a variety of reports.

