

## **Lab Maintenance - Innovation Lab**

### Job Summary:

Innovation Lab Maintenance personnel are responsible for overseeing the day to day operation of the Innovation Lab and the maintenance of the equipment within the lab. This position will create and implement a budget that supports the current and future student learning objectives of this lab. This position will work in conjunction when needed with the Tomahawk District Technology Coordinator and Safety Director when applicable.

### Essential Duties & Responsibilities:

- Ensure that equipment and software in the lab is properly maintained and in optimal working condition.
- Provide routine maintenance of equipment in the lab. Repair equipment as needed and maintain inventory of consumable materials for learners.
- Ensures all safety, health and insurance standards for the Innovation Lab.
- Coordinates with faculty and staff for class projects and other activities requiring the usage of Innovation Lab equipment.
- Coordinate with Tomahawk Technology Director and private technicians in the maintenance and repair of Innovation Lab equipment and software when applicable.
- Provide procedures and budgetary planning for acquisition, maintenance, storage, and dispensing of Innovation Lab equipment and supplies in accordance with student learning objectives.
- Monitor the Innovation Lab budget and maintain accurate records of Innovation Lab supplies and inventory.
- Monitor and implement safety protocols associated with equipment and software use in conjunction with the District Safety Director.