

## **JOB DESCRIPTION**

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In our Autodesk Technology Centers, we collaborate with industry, academic, and entrepreneurial communities to speculate, validate and test ideas about the future of design and making; inform our product and business strategy; and make stories that inspire our community.

Our Pier 9 Technology Center is a 35,000-sq./ft. workshop and office space located on the waterfront along the Embarcadero, a few blocks from Autodesk's San Francisco headquarters and gallery at One Market. It is the San Francisco home of our residency program—hosting external teams from industry, colleges and universities, and startups working on the future of manufacturing. It is also the San Francisco home for advanced research teams working under the office of our Chief Technology Officer on the future of design and making.

We run 50 machine training courses a month for Autodesk Employees throughout the company to further a wide range of research and exploratory projects. We support the engineers, innovators, and designers of Pier 9 with custom workshops, project assistance, material handling, and machine trainings. Our Shop Staff Team consists of 6 Shop Leads who maintain and lead our CNC, Wood, Metal, and 3D printing operations. The Operations Lead is a key component of this team, reporting directly to the Senior Workshop Manager and working closely with other shop leads to help facilitate and coordinate the projects going through this space.

Our facility includes:

- CNC shop complete with an Omax 5-axis water jet, 5-axis Matsuura MX-330, Haas VF2SS mill and Haas ST10Y lathe with live tooling, a DMS 5-axis router and Datron Neo mill.
- Full Wood Shop that can support fine furniture work, lathe turning, and finishing in our walk-in spray booth.
- Metal Shop with full machine shop capabilities that include manual mill, lathe and MIG+TIG welding set-up and sheet metal fabrication.
- Digital Fabrication lab stocked with a range of industrial 3d printers and laser cutters.
- Additional workshop spaces include: an electronics lab, industrial textiles shop, a project assembly area, and the Commercial Test Kitchen.

Pier 9 is tasked with defining, and exploring the factories of the future, supporting our industry partners in projects that shape the future, and to help define our products to be grounded in real industry. Our goal is to fabricate, explore, and innovate the way our customers use our products to shape the future of making things.

The Operations Lead is responsible for keeping our shop stocked and our machines running. This position directly oversees our day-to-day operations in conjunction with the Workshop Manager. This position also helps organize, and implement plans to continually improve the space, and it's capabilities. Our unique tooling requires someone with experience in multi-axis machining, CAD/CAM software, machine troubleshooting and repair, digital fabrication, fabrication, team management and excellent communication skills. Experience with 5-axis machining and production quality 3d printers are a bonus, but are skills that can also be learned. The perfect fit for this position will be someone who is humbled by what they don't know, excited by what they can learn, and passionate about what they can share with others.

## **OVERVIEW**

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-Project Management	30%
-Purchasing and Material Handling	30%
-Machine and Workshop Maintenance	30%
-Project Assistance and Instruction	10%

## **RESPONSIBILITIES**

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### **PROJECT MANAGEMENT**

- Oversee the day to day operations of the space.
- Manage the scheduling and work performed by vendors with assistance by the facilities team
- Research and propose plans to improve the space, and it's capabilities
- Assist shop leads and users to make their time at the pier as beneficial as possible
- Update and organize operations protocols to streamline workflows
- Liaise with our colleagues on facilities and EHS teams.

### **PURCHASING AND BUDGET**

- Execute on all workshop supply purchases, manage vendor relationships and oversee Shop Lead requests to maintain a working budget.
- Order all tools, parts, and supplies as necessary.
- Reconcile all purchases with the ADSK Expense Reporting system.
- Manage daily package distribution, returns, and requests.
- Manage our inventory tracking system and consumables supply for raw material.

### **MATERIAL HANDLING**

- Monitor hazardous chemical inventory to ensure compliance with site-specific standards.
- Schedule and coordinate one-off vendor visits: hazardous material pickups, technician visits for specific machines, large deliveries, etc.

- Schedule and coordinate routine visits for gas supplies, trash, recycling, scrap metal, Cintas shop supplies, etc.
- Managing storage infrastructure: materials handling, materials cage layout, project storage container, workshop supply container, offsite large project storage, and Hazardous Materials cage.
- Keep all consumable user supplies stocked and accessible.

#### **MACHINE MAINTENANCE:**

- Address all maintenance issues
- Assist users with machine questions
- Manage the stocking, ordering and clean out of large machinery
- Maximize equipment up-time by promptly fixing technical problems that disable, or significantly degrade the performance of 3d printshop, woodshop, metal shop, and CNC tools.
- Perform preventative maintenance tasks as required on specific machines.
- Monitor all machine repair work, including outside contractors, techs, parts, and compliance.
- Maintain workshop motor pool: forklift and Sprinter Van.

#### **SAFETY PROGRAM: LOTO, HAZMAT, EHS, and Incident Response**

- Manage the Lock-Out Tag-Out program, including updating all procedures for new machines or function changes, logging forms filed, maintaining necessary hardware.
- Oversee reports and debriefs for all incidents reported within the workshop.
- Maintain and monitor the Workshop Radio communication system.
- HAZMAT
  - o Ensure user compliance of hazardous material reporting, and all shop safety standards
  - o Keep all HAZMAT supplies are stocked and viable
  - o Maintain storage area to inspection standards and compliance

#### **PROJECT ASSISTANCE**

- Assisting and empowering users with their projects across multiple functional areas, including tips, advanced techniques, equipment/process selection, project planning, and materials suggestions.
- Provide user guidance related to materials, tool selection, and assist with coordination of Shop Staff to create positive experiences for shop users.
- Knowledge of safety and basic use of all shop tools to ensure safe operation.

#### **ADDITIONAL RESPONSIBILITIES**

- Plan and execute larger shop oriented projects to improve shop usability, including custom fabrication projects, spec'ing new equipment, etc.
- Trend equipment failures and determine ways to improve overall operations

- Coordinate projects across multiple functional areas.
- Pick music that sounds good in a woodshop and metal shop environment, revoking access to users who do not have good music taste.

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**EXPERTISE WITH THE FOLLOWING MACHINES:**

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- OMAX Waterjet
- CNC Machinery
- TIG Welding
- MIG Welding
- Vertical Bandsaws (Wood and Metal)
- Cold Saw
- Horizontal Bandsaw
- Manual Mill
- Manual Lathe
- Drill Presses
- Buffers
- Grinders
- Stationary Sanders
- HVLP Spray Gun Operation
- Table Saw
- Chop Saw
- Jointer & Planer
- Table Router
- Hand Tools & Specialty Tools related to woodshop and metal shop operations
- A willingness and interest in learning any of the machines in the workshop!

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**REQUIRED SKILLS**

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- Clear and frequent communication:
  - o across the shop staff, shop management, vendors, contractors and shop users- both in person/phone and through email
- Ability to juggle many different projects at once
- Organized and accountable
- Mechanically adept, excellent at machine repair
- Forklift experience
- Substantial experience working in and operating a range of workshop spaces
- Good team builder
- Interest in learning what you don't know, asking questions, and building an empowering workshop space