



## City of Greenfield

### Greenfield CSW Technician I

EFFECTIVE DATE: 10.23.2018

#### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this part-time classification exists is to plan, organize, and implement the Greenfield Community Science Workshop's (Greenfield CSW) hands-on science programs. The Greenfield CSW Technician I may serve in lead capacity over other employees and volunteers and works under the general supervision of the Greenfield CSW Director and/or Greenfield CSW Coordinator.

#### **ESSENTIAL FUNCTIONS:**

- Facilitate open-ended, student-driven science programming.
- Facilitate curriculum-based science enrichment activities, under close supervision and guidance from the Greenfield CSW Director/Coordinator.
- Obtain materials and equipment for day-to-day operations, including recycled materials such as recycled wood, PVC, bikes, plastic bottles, etc.
- Manage and supervise volunteers.
- Assist with the maintenance of interactive science exhibits.
- Assist in the maintenance of inventory and help with the orderly storage and proper usage of equipment, supplies, and facilities.
- Assist with clerical duties.
- Assist with janitorial duties.
- Assist with the planning of and participate in educational field trips.
- Assist with projects and assignments as directed by the Greenfield CSW Coordinator
- Perform related duties as required.

#### **Required Knowledge, Skills, and Abilities:**

Knowledge of:

- Principles and methods used in organizing, conducting, and supervising informal hands-on science activities.
- Classroom management and effective motivational methods.

- First aid and safety practices and procedures

Ability to:

- Organize, plan, develop and implement informal science education programs
- Train and direct employees and volunteers involved in Greenfield CSW programming.
- Work cooperatively with peers, subordinates, supervisors, and the general public.
- Maintain financial and activity records and produce written documentation in the English language.
- Communicate orally in the English language.
- Sit at a desk and in meetings on a continuous basis.
- Use near vision for long periods of time.
- Intermittently bend and twist to reach, carry and move educational materials
- Work outdoors in varying weather conditions
- Lift objects weighting 50 pounds or less
- Intermittently reach above and below shoulder level to reach books, files, reports, tools and educational material on shelves, filing cabinets, or sheds.
- Grasp electronic equipment, books, documents, and tools with right and left hand.
- Walk on uneven surfaces; walk and stand for prolonged periods of time
- Hear adequately to converse on the telephone, cellular phone, and in person
- Work safely without presenting a direct threat to self and others.

**Additional requirements:**

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have a good driving record. Use of personal vehicle will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Individuals must be able to work evenings, weekends, and some holidays, as required.
- Individuals must have flexible hours.
- Individuals must be at least 18 years old.

**ACCEPTABLE EXPERIENCE AND TRAINING**

- AA degree preferred.

- The following are highly encouraged:
  - Experience, curiosity, and confidence in exploring, experimentally, concepts in earth, life, or physical science with children.
  - Experience tinkering and building projects with children in a shop environment.

#### Desirable Characteristics

- Bilingual, Spanish/English
- Knowledge of the Greenfield community and its schools

#### **License/Certificate:**

Must possess a valid California class C driver's license and have a driving record acceptable with the City's insurance carrier.