

RANGE N02

**JTC NO. CE8
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Senior Equipment/Tool Room Coordinator
DATE PREPARED: Spring 2001
DATE REVISED: Fall 2003; Fall 2004; Fall 2006; Spring 2009; Summer 2012; Spring 2014; Spring 2015; Fall 2016

GENERAL SUMMARY:

Oversees the maintenance and security of various tools and equipment utilized in conducting workforce education and technical occupation programs at the campus location. Programs may include, but are not limited to, automotive technology, auto body, diesel, air conditioning technology, gymnastics, and/or other technical occupation classes. Supervises other staff members in achieving the outlined goals and utilizes independent judgement related to inventory and repair necessities of the equipment/tools in the department. May occasionally be asked to work extended hours to varied class sessions.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Receives, stores, and issues hand tools, supplies or equipment associated with the programs assigned.
- Responsible for the maintenance of all laboratories, specialized classrooms, tool rooms, and equipment used by to teach workforce education/technical occupational programs.
- Responsible for the assigned inventory and performs periodic inventory; orders tools, materials, and supplies.
- Responsible for maintaining tools and equipment in proper working order and ensuring that repairs are scheduled as deemed necessary; performs minor repairs as needed
- Participates with other team members in decision-making activities related to planning assigned program development, new equipment acquisitions, and/or other needs.
- Prepares and tracks purchase requisitions.
- Assists team members in budget planning and implementation.
- Hires, supervises and evaluates assigned staff including lab assistants.
- Maintains all MSDS (Material Safety Data Sheet) information for all chemicals, oils, and/or inventory items requiring one on file.

Senior Equipment/Tool Room Coordinator
Page Two

PRINCIPAL DUTIES AND RESPONSIBILITIES: - Continued

- Instructs students on adherence to lab/shop safety procedures and show required videos on handling of hazardous materials.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

Requires the ability to lift and carry moderately heavy materials and equipment weighing up to 50 – 75 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Associate's degree or higher plus one year of experience with machinery or parts/inventory distribution in assigned area or graduation from high school or equivalent with work experience related to a specific workforce education/technical occupation area (such as automotive, air condition, etc.) plus three years of experience with machinery or part/inventory distribution in assigned area. Requires progressively increasing supervisory responsibilities. Ability to deal effectively and courteously with individuals from diverse backgrounds. Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others. Strong knowledge and experience providing effective customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ccp: 03/22/01
revised: 09/01/03; ccp
revised: 08/23/04; ccp
revised: 09/06 – rje; ccp
revised: 04/2009-ccp
revised: 08/2012 – emm
revised: 03/2014 – emm
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ADA/tmm 12.14.18