

TITLE: Construction Training Center Laboratory Specialist**CLASSIFICATION: Classified****SALARY GRADE: C11****SCOPE OF POSITION:**

Under general supervision, assists faculty and students in Construction Training Center laboratories by preparing instructional materials, maintaining tools and equipment, demonstrating construction techniques, and ensuring a safe learning environment. Performs technical duties related to the operation, maintenance, and repair of construction tools and equipment.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Sets up construction labs for demonstrations and exercises. Prepares and arranges tools, materials, and equipment for instructional activities.
2. Assists faculty in the preparation of instructional materials for laboratory demonstrations.
3. Assists students during lab exercises and projects; demonstrates safe and proper use of construction tools and equipment.
4. Orders, receives, stores, issues, and inventories materials, equipment, and supplies.
5. Maintains, organizes, and cleans laboratory spaces, ensuring proper storage and security of tools and equipment.
6. Tracks maintenance schedules for construction equipment.
7. Performs routine maintenance and minor repairs on equipment.
8. Ensures adherence to local, state, and federal safety regulations. Follows District policies concerning safety, hazardous material handling, and disposal. Demonstrates and enforces proper use of PPE during lab exercises.
9. Supports tours for high school and community members; supports offsite outreach and recruitment events.
10. May lead the work of student employees and short-term non-continuing (STNC) employees

KNOWLEDGE OF:

1. Construction methods and materials.
2. Safe operation of construction lab tools and equipment.
3. Laboratory safety protocols for power tools, heavy equipment, and hazardous materials used in construction.
4. Record keeping, inventory control, and preventive maintenance scheduling.
5. Emerging practices and safety regulations in the construction industry.
6. Relevant local, state, and federal rules and regulations, policies and procedures.
7. Applicable technology usage, including standard office productivity software and other appropriate technology.

TITLE: Construction Training Center Laboratory Specialist

ABILITY TO:

1. Prepare, set up, and tear down lab activity materials and assemblies.
2. Operate, maintain, and troubleshoot construction laboratory equipment and instructional facilities.
3. Handle, store, and dispose of hazardous and regulated materials according to protocols.
4. Communicate effectively, both orally and in writing in English and Spanish.
5. Exercise appropriate judgment in interactions with others and with work processes.
6. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
7. Interact with the public in a helpful, courteous and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

High school diploma or GED.

EXPERIENCE:

4+ years of experience in the construction industry.

OTHER REQUIREMENTS:

- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs.), bending, standing, climbing, and walking.
- Must be able to safely use manual tools, heavy machinery and power equipment common in the construction trades. Ability to complete the following trainings that may be required, including but not limited to OSHA 10-hour Construction Safety, First Aid/CPR, Forklift.
- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).