

TITLE: Coordinator, Industrial and Trade Technology Labs

CLASSIFICATION: Classified

SALARY GRADE: C12

SCOPE OF POSITION:

Under general direction, plans, organizes, performs, and coordinates laboratory activities for the Industrial and Trade Technology Department. Repairs, maintains, and calibrates laboratory equipment and instruments. Requests and analyzes quotes and orders. Receives, stores, issues, inventories and surpluses laboratory supplies and equipment. Oversees handling of hazardous materials/wastes for the Industrial and Trade Technology Department.

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. Coordinates the planning, scheduling, logistics, and implementation of Industrial and Trade Technology lab courses with faculty and management.
2. Leads and performs the preparation, set-up, issuing of materials and equipment, and clean up for student laboratory assignments, exams, and demonstrations. Develops, implements and modifies laboratory policies and procedures.
3. Purchases supplies and laboratory equipment. Researches products, prepares and analyzes bids, and receives shipments.
4. Assembles, tests, and installs new equipment and instruments. Maintains, controls, and stores a sufficient inventory of supplies and equipment.
5. Researches, adapts, and applies methods, practices, and techniques common to industrial trades shops and laboratory areas.
6. Coordinates and performs instrumentation and equipment support. Conducts routine and diagnostic work needed to prepare equipment, materials and analytical instruments for laboratory assignments.
7. Designs, constructs, prepares, tests, adjusts, modifies, and performs routine maintenance and calibration on a variety of industrial machinery, equipment, instruments, computer interfaces and apparatuses. Troubleshoots issues and makes repairs or arranges for service repair.
8. Monitors expenditures and ensures compliance within established budget. Prepares cost estimates for budget recommendation and provides justifications for budget items. Researches the purchase of new equipment and instruments.
9. Recommends, implements, and maintains departmental policies and procedures to comply with federal, state and local policies and regulations regarding hazardous materials, health and safety, and hazardous waste. Arranges for waste pickup.
10. Maintains chemical inventory database and ensures that safety data sheets are available and updated. Establishes and enforces laboratory safety procedures. Routinely inspects and/or tests safety equipment and supplies.
11. Serves as the Chemical Hygiene Officer. Updates assigned department's Chemical Hygiene Plan and Building Emergency Action Plan. Responds to laboratory emergencies including injuries and spills of hazardous materials.

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KEY DUTIES AND RESPONSIBILITIES – Continued

12. Hires, trains, and supervises student employees.
13. May serve as a lead to other classified and short-term, non-continuing (STNC) employees in the area.
14. Serves as a technical and educational resource to faculty, staff, students, and the public.
15. Organizes and executes outreach programs.

KNOWLEDGE OF:

1. Concepts, practices and procedures, subject matter and theoretical principles of the industrial trades.
2. Equipment, materials, supplies, and laboratory methods, practices, and techniques used in the industrial trades.
3. Tools, materials, and equipment used in the repair, calibration, and maintenance of technical laboratory equipment and instruments.
4. Principles, practices, and environmental health and safety regulations to properly use and dispose of hazardous materials or work with laboratory equipment and instruments.
5. Principles of record keeping.
6. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
7. Applicable technology usage, including standard office productivity software and other appropriate technology, including discipline-specific software.

ABILITY TO:

1. Problem solve and adapt to dynamic situations.
2. Safely and properly operate industrial machinery and diagnostic equipment.
3. Execute safe and proper handling, storage, and disposal of hazardous and/or bio-hazardous materials.
4. Interpret and apply policies, procedures, rules, and regulations.
5. Collaborate productively and cooperatively with individuals and groups, both internally and/or externally.
6. Communicate effectively, both orally and in writing.
7. Exercise appropriate judgement in interactions with others and with work processes.
8. Interact with the public in a helpful, courteous, and professional manner.
9. Demonstrate sensitivity to, and respect for, a diverse population.

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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 related experience in a laboratory, manufacturing facility, educational setting, or shop environment focused on the industrial trades

OTHER REQUIREMENTS:

- 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.
- May be required to possess certain licenses or certificates (e.g., Forklift, CPR, First Aid), or possess proof of training in areas relevant to subject matter to which assigned.
- Must be able to perform physical activities, such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking.

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](#).