



## Job Description

**Job Title: Senior Equipment Tool Room Coordinator**

**JTC: CE8**

**Salary Range: N02**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Oversees the maintenance and security of various tools and equipment utilized in conducting workforce education and technical occupation programs at the campus location.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledgeable about equipment and maintenance. Ability to coordinate programs such as automotive technology, auto body, diesel, air conditioning technology, gymnastics, and/or other technical occupation classes.

Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others. Demonstrate an ability in diagnosing malfunctioning equipment

Ability to deal effectively and courteously with individuals from diverse backgrounds.

Must have strong organizational skills, ability to multi-task, detail-oriented approach to work, strong decision-making skills, good follow-up, ability to complete tasks. Able to supervise 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.

Strong knowledge and experience providing effective customer service.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 75 pounds.

### MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus one (1) year of experience \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL 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. Instructs students on adherence to lab/shop safety procedures and show required videos on handling of hazardous materials.

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.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer service.

Performs related duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*