



Job Description

Job Title: DFW Education Center Facilities Coordinator

JTC: CO4

Salary Range: N05

FLSA: 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

Responsible for administering equipment, tool room, instructional labs, and general facilities for all construction programs at the DFW Education Center as well as at the main campus.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of facilities, property management, construction and project planning. Ability to monitor a facility to ensure that it remains safe, secure, and well-maintained. Knowledge of machinery, parts and inventory distribution in assigned areas. Knowledge of building and DCCCD regulations and guidelines as well as safety procedures.

Ability to anticipate and recognize potential problems and generate contingency plans. Able to prepare and review operational reports and schedules to ensure accuracy and efficiency. Ability to analyze internal processes and recommend and implement procedural or policy changes to improve operations.

Ability to establish and promote positive rapport in working relations, developing a shared sense of purpose to ensure projects and work are completed to meet the goals of the organization. Ability to encourage and motivate employees and foster a diverse environment.

Ability to make timely and well-founded recommendations and decisions, develop action plans, organize and staff to resolve complex problems based on a systematic approach. Ensures timely and quality service delivery to clients. Knowledge and experience supporting the planning, construction, start up, remodel, relocation, move and closure of facilities etc.

Ability to train instructors, students, tool room assistants on safety and procedures. Ability to coordinate activities and maintain records and required maintenance schedule. Demonstrated organizational skills and oral and written communication skills to engage with individuals from diverse populations. Experience providing excellent customer service.

PHYSICAL REQUIREMENTS

Work may involve moving light to moderately heavy equipment and requires the ability to lift and carry materials and equipment weighing approximately 50 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree plus three (3) years of work-related experience. Must have valid driver's license for on- and off-site travel. Official transcripts will be required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as coordinator for the instructional laboratory needs of the DFW Education Center and off-campus programs to include, but not limited to, the main campus, and other on and off-site locations. Ensures all safety regulations and DCCCD policies and guidelines are compliant.

Responsible for maintenance of all laboratories, specialized classrooms, tool rooms, and equipment used by all construction programs both on and off-site. Receives, stores, and issues all tools, supplies and equipment associated with construction programs. Responsible for the assigned inventory of all tools, supplies, and equipment, maintenance of tools and equipment and performs repairs and schedules maintenance.

Serves as principal coordinator with Construction Education Foundation in assisting with needs assessment for best delivery of construction instruction initiatives. Coordinates and serves as liaison with main campus facilities personnel for remodeling, renovation, and/or other facilities modifications of the DFW Education Center.

Responsible for preparing and tracking all budgetary facets related to the acquisition of tools, equipment and supplies. Assist with monthly and annual facilities audits , monitoring the DFW Education Center needs. Participates with other team members in decision-making activities related to planning assigned program development, new equipment acquisitions, and/or other needs.

Hires, supervises, evaluates, and trains assigned staff including lab assistants for construction programming at the DFW Education Center and at the main campus. Implements and maintains hazardous materials safety plan, procedures and training in concert with main campus.

Performs other 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.