



INSTRUCTIONAL FACILITIES COORDINATOR, DISCIPLINE

SALARY GRADE: [C1-46](#)

DEFINITION:

Under the direction of an assigned supervisor, perform specialized, technical work for a designated discipline, including, but not limited to, oversight of the day-to-day operations of an assigned program area, specifically the indoor and outdoor laboratory classrooms and facilities; oversee regulatory compliance for assigned program area; and train and provide work direction to assigned student employees.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Assist students with utilizing lab instruments, materials, and equipment in a safe and proper manner; answer technical questions; tutor students in assigned lab as necessary; demonstrate proper use of equipment and materials.
2. Prepare and organize supplies and materials and assemble equipment for use in indoor and outdoor labs, including outdoor fieldwork in designated discipline.
3. Encourage student participation and advise students regarding learning materials available; respond to student problems, questions, and complaints; monitor the progress of students and discuss with faculty as needed.
4. Maintain cleanliness of interior and exterior lab areas; inspect lab for safety hazards and make corrections as necessary; demonstrate safety procedures as necessary.
5. Order, issue and inventory supplies and equipment; assure the safe and proper storage of supplies, materials and equipment; maintain records and inventory on equipment, tools, supplies and schedules.
6. Prepare, maintain and make minor repairs to lab and field equipment; maintain indoor and outdoor facilities, equipment, materials, and vehicles.
7. Respond to facility emergency situations; direct corrective action to appropriate group, authority, or agency; serve as liaison to the Facilities, Operations and Construction Management Department.
8. Prepare and maintain a variety of records related to assigned laboratory duties.
9. Ensure compliance with regulations pertaining to HAZMAT, CAL/OSHA, USDA, Blood Borne Pathogens and Workplace Safety functions for the designated discipline; prepare, dispense and/or store supplies, media and chemicals in the proper manner.
10. Perform administrative duties as assigned; monitor assigned budget expenditures.
11. Assist in the development and implementation of program plans and objectives; provide feedback on curriculum planning and development.
12. Assist with recruitment and outreach efforts; assist program directors with oversight of department related extracurricular events, committees and accreditation activities; assist in the development of workshop materials, promotional materials, and other program documentation.
13. Communicate with other departments to exchange information and provide technical support as necessary; provide information on available resources to students and the general community.

14. Work with a variety of departments and participate in work-related training to become familiar with all specialty areas.
15. Attend various meetings as required; participate in professional associations related to the programs.
16. Provide direction and guidance to student assistants as assigned.
17. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Laboratory techniques and procedures in the assigned and/or related discipline.
2. Working with regulatory compliance (CAL/OSHA, HAZMAT, USDA, Blood Borne Pathogens, workplace safety) and PCA Certification (and/or willingness to be trained in these areas).
3. Basic course concepts in the assigned and/or related discipline.
4. Instructional and tutorial techniques.
5. Basic reference materials and effective study techniques.
6. Record-keeping techniques.
7. Modern office practices, procedures and equipment.
8. Proper methods of storing equipment, materials and supplies.
9. Correct English usage, grammar, spelling, punctuation and vocabulary.
10. Interpersonal skills using tact, patience and courtesy.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Understand, interpret and apply department and District rules, policies and technical materials relating to the field.
3. Provide instructional assistance and technical advice to students, staff, and the community.
4. Display initiative and exercise good judgment in coordinating instructional facilities and materials.
5. Oversee assistants and/or students.
6. Order, receive, and issue supplies, materials, and equipment.
7. Maintain records of supplies and equipment.
8. Maintain laboratory equipment and facilities.
9. Communicate effectively with faculty, staff, and students, both orally and in writing.
10. Assist students in the safe and proper use and operation of equipment and tools.
11. Operate a variety of equipment related to area of learning including specialized and highly technical equipment and machinery.
12. Establish and maintain cooperative and effective working relationships with others.
13. Prioritize and schedule work efficiently.

Education and Experience

Any combination equivalent to:

1. Associate's degree in in the assigned and/or related discipline.
2. Three (3) years related instructional laboratory experience.

LICENSES AND OTHER REQUIREMENTS:

1. Possession of, or ability to obtain, a California driver's license.
2. One or more licenses or certifications related to the specific discipline may be required, preferred, or desirable.

WORKING CONDITIONS:

Environment:

1. Busy laboratory or classroom environment, including outdoor facilities.
2. Constant interruptions.
3. Noise.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard and assigned equipment.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 60 lbs.

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