**Position Number:** N/A

**Assigned Job Title:** Facility Maintenance Instructor Adjunct

**Job Classification:** Faculty – Teaching

**Position Type:** Adjunct - Hourly

## Department: Instruction

**Supervisor:** Dean of Instruction

**Funding Source:** State

**End Date:**N/A

### **Bates Technical College is looking for substitute adjunct faculty to teach in the Facility Maintenance program. If you are interested, read more about the job below and reach out to Cameron Cameron Lafreniere clafreniere@batestech.edu**

### **Job Summary**

This position is responsible for providing high quality industry standard education to students in a manner that prepares successful program graduates for entry-level employment in the Facilities Maintenance Engineer field. Specific instructional responsibilities include building care and maintenance, carpentry, plumbing, electrical, and boiler certification.

### **Essential Functions**

* Provide individualized instruction through effective use of learning modalities, instructional materials, and appropriate media support to conduct classroom lecture, course work and laboratory projects to prepare students with the practical skills essential for entry-level professional employment.
* Plan and develop meaningful student learning experiences based upon current industry or business practices
* Must have experience with safe handling and control of hazardous material
* Mentor, encourage, counsel and guide students toward the completion of program requirements i.e., course assignments, interpersonal relationships, career goals and responsible work habits.
* Facilitate a process for on-going student input for instructional and program improvement.
* Ensure that appropriate safety practices are used at all times, students are knowledgeable of safety techniques and all equipment is maintained in safe working condition.
* Evaluate and document students' competency attainment, course progress, attendance, work based learning experiences and workplace behaviors in accordance with college policy and/or procedures.
* Maintain required written and computerized records and respond to requests for information in a timely manner.
* Participate in curriculum development, revision, and implementation that incorporates the principles of diversity and pluralism
* Promote program growth through retention and recruitment
* Develop and maintain full program curriculum documentation in accordance with the approved college format and ensure that instruction is consistent with current industry or business standards, technologies, procedures, equipment and materials.
* Validate and review course competencies and skills required for industry entry level employment in the industry or profession and adapt curriculum to match those skills
* Grade and evaluate students in a timely manner based on curriculum taught to ensure students learning outcomes are met.
* Develop and/or maintain industry-based program accreditation, and ensure students are prepared for and have the opportunity to obtain relevant industry credentials and certifications.
* Deliver classroom management to maintain suitable learning environment by responding appropriately to student conduct/problems and provide assistance in solving them in accordance with college procedures.
* Assist with program budget management, which includes requisition and maintenance control of and safeguard inventories of equipment and supplies assigned to the program.

**Non-Essential/Other Functions**

* Establish and maintain respective industry professional relationships.
* Actively contribute to and participate in college-wide activities in support of regional accreditation and state and federal requirements.
* Support College student achievement practices to ensure student retention, completion, and progression.
* Participate actively and collaboratively with College Student Services and program advisory committees to support access to employment opportunities for students, and maintain student job placement records.
* Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Additional activities, duties and responsibilities may change at any time with or without notice to meet college needs.

**Supervisory Responsibilities**

* This position has no supervisory responsibilities.

**Minimum Qualifications**

* Associate Degree in Facility Maintenance Engineering or closely related field. Can substitute with experience.
* Must have been actively and gainfully employed in the industry a minimum of 5-7 years.
* Must have 1-3 years’ experience in carpentry, plumbing, electrical and grounds care experience.

**Allowable Substitution**

If necessary, alternative combinations of education and experience may be evaluated by Human Resources for comparability.

**Preferred Qualifications**

* Bachelor Degree in Facility Maintenance Engineering or closely related field.
* Supervisory experience.
* Experience working with persons of disability and/or learning-disabled persons.
* Prior experience working as a building engineer.
* Prior teaching or training experience.