

**COLORADO NORTHWESTERN COMMUNITY COLLEGE  
JOB DESCRIPTION**

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**POSITION TITLE:** Coordinator – Heavy Equipment Technology

**DEPARTMENT:** Community Education

**REPORTS TO:** Desiree Moore

**SUPERVISES:** N/A

**FLSA:** Exempt \_\_\_\_\_ Non-Exempt \_\_\_\_\_

**DOCUMENT STATUS:** New/Date: 7/14/17 Revision # 1 Date:

**TRAVEL:** Travel may be required for professional development

**SICK LEAVE:** N/A **ANNUAL LEAVE:** N/A

**COLLEGE-WIDE** \_\_\_\_\_ **CAMPUS:** RANGELY x CRAIG

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**GENERAL SUMMARY**

This position specifically exists to develop and deliver workforce training for the heavy equipment technology program offered through the Community Education department at CNCC, which includes the utilization of current and future technology and teaching methods. This position will require the individual to develop training courses in basic to advanced heavy equipment technology as well as deliver the training courses to a wide variety of trainees from various industries. In addition, this position may be required to teach additional non-heavy equipment technology topics. It is imperative that this position have a clear understanding of and real world experience with heavy equipment and ability to support the training and instruction of participants with various skill levels. The position will be responsible for assisting with outreach and promotion of the heavy equipment technology program. Additionally, this position will serve as a curriculum developer for accelerated, competency based courses in specific topics related to heavy equipment technology. In this capacity, it is vital that a clear understanding of the industry needs be continually assessed and converted into viable courses to meet the continuously changing needs of our industry partners.

**PRIMARY DUTIES**

- Develop training curriculum for heavy equipment operation that meets industry needs.
- Serve in an outreach capacity to promote and education our community members on the types of services and training we can provide at CNCC.
- Deliver high quality training to the customer. Training can occur onsite at the company, on campus, or at a space designated for training students.
- Research new technology in the heavy equipment technology field and integrate as appropriate these innovations into the curriculum to ensure students receive the latest up-to-date training.
- Research market and industry requirement for area businesses and organizations.
- Identify current and future needs and develop solution options which may include training, process evaluation, improvement or revision and referral to alternate sources.
- Participate in staff meetings, and other administrative duties within the division and campus.
- Travel as needed to industry partner sites or to trainings essential to the position.
- Work with CNCC personnel as required ensuring the grant program is carried out effectively.

**ESSENTIAL QUALIFICATIONS**

*This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:*

- 1. Education and Training:**
  - High School Diploma
- 2. Prior Related Experience:**
  - 5 years of documented experience operating heavy equipment
  - 2 years of experience as an incumbent worker trainer in heavy equipment technology
  - Demonstrated experience with project management
- 3. Licensure/Certification: N/A**
- 4. Equipment Skills:**
  - a. Demonstrated knowledge of operation and maintenance of a wide variety of heavy equipment machines typically found in the industrial setting that can include but are not limited to: backhoe, front loader, bulldozer, grader, skid shear loader, and scraper
- 5. Other Qualifications**
  - Ability to obtain OSHA instruction authorization within six months of hire
  - Demonstrated awareness of basic diesel maintenance and mechanics
  - Ability to operate a computer and learn MS software
  - Ability to instruct and convey the technical know-how and troubleshooting skills to individuals attending classes in any type of electrical systems we offer

## **PREFERRED QUALIFICATIONS**

- 1. Education and Training: Associate's degree or the educational equivalent**
- 2. Prior Related Experience:**
  - 8 years of documented experience operating multiple types of heavy equipment
  - Experience in post-secondary education instruction
- 3. Licensure/Certification:**
  - Authorized OSHA Trainer
  - Commercial Driver's License
- 4. Equipment Skills:**
  - Demonstrated knowledge of operation and maintenance of a wide variety of heavy equipment machines typically found in the industrial setting that can include but are not limited to: backhoe, front loader, bulldozer, grader, skid shear loader, and scraper
- 5. Other Qualifications:**
  - Demonstrated awareness of basic diesel maintenance and mechanics
  - Competent skills in MS applications to include Word and Excel.
  - Ability to instruct and convey the technical know-how and troubleshooting skills to individuals attending classes in any type of electrical systems we offer

## ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than 1/2 hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing				X		
Walking				X		
Ability to be Mobile				X		
Crouching (bend at knees)		X				
Kneeling/Crawling			X			
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)			X			
Turn/Pivot			X			
Climbing				X		
Balancing				X		
Reaching Overhead			X			
Reaching Extension			X			
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.		X				
Lifting/Carrying						
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.			X			
36 - 50 lbs.			X			
51 - 75 lbs.		X				
76 - 100 lbs.		X				

<b>Other physical demands:</b>						
<b>Sensory Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Describe any job duty that requires repetition or a unique application of the activity.</b>
Talking in Person				X		
Talking on Telephone				x		
Hearing in Person				X		
Hearing on Telephone				X		
Vision for close work				X		
<b>Other Sensory Requirements</b>						
<b>Environmental Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
Safety requirements (i.e. clothing, safety equipment required, activities performed)				X		
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)				X		
Operation of equipment, tools, vehicles				X		
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)		X				
<b>Other environmental requirements:</b>						

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This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

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Employee Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_