



Position Announcement – Red Rocks Community College

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Position Title: Fine Woodworking Shop Manager

Position Information	Fine Woodworking Shop Manager
Position Title	Fine Woodworking Shop Manager
Position Number	400540
Campus Location	Lakewood, Colorado
Primary Physical Work Address	13300 West Sixth Avenue Lakewood Colorado 80228
Salary	\$48,350.13 /annual
Starting Pay Rate	Starting Salary is not negotiable
Anticipated Start Date	Fall 2021
FLSA Status	Exempt, this position is not eligible for overtime.
Closing Date	Sunday September 05, 2021 by 11:59 p.m.
Job Type	Full Time
Benefits	RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please visit the CCCS Employee Benefit Website .
Retirement	The Colorado Public Employees' Retirement Association (PERA) provides retirement and other benefits to employees of the State of Colorado.
Time Off	<ul style="list-style-type: none"> • Leave Accruals (Leave prorated for appointments under 100%) <ul style="list-style-type: none"> • Annual/Personal Days: 22.5 (180 hours) • Sick Days: 15 (120 hours) • (Over 12 months, based on full time appointment accruals) • Other Leave <ul style="list-style-type: none"> • Administrative Leave for Academic and Volunteer Activities: (18 hours per fiscal year) • Holidays Observed: 10 <ul style="list-style-type: none"> • Four Holidays are observed on an <i>alternate schedule</i> (Columbus Day, Veteran's Day, Martin Luther King Jr. Day, and President's Day). RRCC observes these holidays between Christmas Day and New Year's Day, resulting in campus being closed from Christmas Day through New Year's Day, with eligible employees on Holiday Leave • Jury Leave • Military Leave
Online Application	Click Here to Begin Your Application

Position Announcement:

Red Rocks Community College is seeking applications for a full-time Shop Manger to join our Fine Woodworking department.

Red Rocks Community College exemplifies extraordinary. We are dedicated to our Vision and Mission, which promote student achievement, staff empowerment, and community engagement. We live our values: Integrity, Collaboration, Learning, Inclusiveness, and Communication. We encourage applications from individuals whose background and interests align with our commitment to inclusiveness and welcome you to visit the RRCC Inclusion & Diversity webpage for additional information.

With an unrivaled reputation grounded in our Values, we stand out as a cutting-edge model in higher education. We are one of the first community colleges in the country to offer both Bachelor's and Master's degree programs. Our continued pursuit of excellence is instilled in our employees and has inspired a dynamic and passionate culture.

Summary of Position:

This Shop Manager provides laboratory support services to the academic Fine Woodworking Program. This position oversees the day-to-day operations of the shop, including the laboratories, and management of equipment maintenance, material purchasing and preparation, and supervision of shop personnel. The Shop Manager assists instructional staff to deliver curriculum and instructional activities within the Fine Woodworking department.

Required Qualifications:

- Bachelor's degree in woodworking, or fine arts or related field.
 - **SUBSTITUTION:** A combination of education and directly related technical/paraprofessional work experience may be substituted on a year for year basis.
 - Professional experience must be in addition to the two years of required professional experience.
- One (1) year, or equivalent, of professional woodworking experience and maintenance of woodworking equipment, including supervisory experience.

Preferred Qualifications:

- Working knowledge of repair/maintenance of woodworking machinery.
- One (1) year budgetary oversight.
- One (1) year CNC Router & Laser technology experience.
- Membership in or experience working in diverse communities and supporting the success of students and staff from racial, ethnic, and gender backgrounds that are underrepresented in the College.

Required Knowledge, Skills, Abilities:

- Verbal and written communication skills including the ability to give and receive information accurately and present information to groups.
- Ability to maintain and repair woodworking machinery, minor electrical connections and diagnostics.

Description of Position

Material Acquisition and Coordination and Shop Communication:

- Orders, prepares, organizes and distributes all materials and supplies needed in each fine woodworking class and daily shop operations. Reviews the materials inventory and distributes and receives the Materials Requisition form from each instructor, assesses the on-hand materials, orders and prepares materials for each class. Prepare demonstration and practice materials, fabricates teaching aides, jigs and fixtures used in woodworking operations.

Operations:

- Schedule the use of and /or setting up apparatus and equipment, materials and supplies, and space; hire and train students and other hourly staff to use laboratory equipment and operations of the lab; order, maintain apparatus and equipment and diagnose and repair faulty apparatus and equipment. Develop record keeping systems and maintain appropriate records and produce reports concerning lab activities.

Management & Supervision:

- Hire, supervise and train all imbedded tutors and student employees. Work in conjunction with the FIW faculty, instructors, the HR department to determine the appropriate type and amount of support staff needed to support the instructional needs of the department.
- Hire eligible student and instructional support part time contingent employees. Communicate department expectations, conduct annual performance reviews, review and approve timesheets.
- Create work schedules of part time staff and student employees to provide adequate open lab and class coverage, etc.
- File incident reports for any injuries or on the job accidents involving instructional staff, student or hourly employees in the lab and serve as FIW department liaison with the risk management and HR department personnel in the management of any employee on site accidents or injuries.

Budget Management:

- Utilize and expend budget in alignment with college and departmental strategic goals. Manage and track operational departmental budget. Collaborate with FIW chair, division Dean and Business Services, keeping detailed spending records. Map all expenditures to college system and in accordance with College fiscal policies and procedures. Purchasing tools and materials, and track and manage budget for hourly employees.

Department Representation:

- Establish professional relationships with local suppliers and vendors; coordinate sales of FIW assets through CCCS approved protocols and procedures. Design and fabricate student awards. Work with other RRCC departments to display and promote FIW program, activities and projects.

Departmental Communication:

- Collaborate with department chair, division Dean, instructors and students (as necessary) and provide updates on purchases, machinery repair completion or delays, budgeting issues, etc. Amend and produce "shop rules" as determined by the FIW faculty as needed and distribute to students in each class throughout the year.

How to Apply:

Complete applications must be received by 11:59 p.m. Sunday September 05, 2021. To apply for this position, [click here to begin your application](#), including the following:

1. A cover letter describing your professional experiences and addressing the required and preferred qualifications.
2. A resume.
3. Transcripts (unofficial).

Additional upload sections are available in the application to include **optional** attachments.

Please note the following prior to beginning your application:

- Your application progress cannot be saved. If you exit prior to submitting your materials, you will need to restart the application.
- As a part of the application process, you will be asked to provide the name, phone number, and email address of three professional references. References will only be contacted for candidates at the second level interview stage.
- You will be required to attach a cover letter, resume, and transcripts. Your cover letter should describe your professional experiences and address the required and preferred qualifications.
- Once you submit your application, you will no longer have an opportunity to review or make changes.
- You will receive a confirmation email once your application has been received.

Benefits:

RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please visit the [CCCS Employee Benefit Website](#).

The Assessment Process:

Red Rocks Community College utilizes selection and/or search committees in the hiring process for vacant positions. All applications received by the closing deadline listed on this announcement will be reviewed to determine if applicants meet required qualifications. All applicants meeting the required qualifications will be considered for an interview with the department.

Be sure your application materials specifically address your qualifications, experience, work products, and accomplishments, as they relate to the position responsibilities, required qualifications, and preferred qualifications sections of this announcement. Upload additional documents, if necessary, to fully explain your experience and qualifications as they relate to this position. Failure to include adequate information or follow instructions and apply by the listed submission deadline, may result in your application not being accepted for this position, and may affect your inclusion as a qualified candidate at any stage in the search/selection process for this position.

Transcripts Required:

An unofficial copy of transcripts must be submitted at the time of application. Assessment is required for Transcripts from colleges or universities outside the United States for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in the rejection of your application and you will not be continued in the search/selection process for this position announcement. If selected as the finalist for the position, official transcripts are required as a condition of employment.

Necessary Special Requirements:

Must submit to and successfully complete a pre-employment background check as a condition of hire. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide RRCC Office of Human Resources with an official disposition of the charges.

Important Notes:

Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298.

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

RRCC conducts pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College Security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at <http://www.rrcc.edu/police/>. For a hard copy report, please contact 303.914.6494.