Facilities Coordinator – Part-Time (Newark, DE)

The College of Engineering has an opening for a part-time Facilities Coordinator located on the University’s main campus. This is a part-time (<30 hours per week), non-benefited position. The Facilities Coordinator performs a variety of laboratory fit-out installations in support of instructional and/or research programs. Coordinates with college lab managers/coordinators, faculty, and staff to assist them with facilities related needs in all spaces outside of instructional & research laboratories.

Responsibilities:

- Operates power-driven tools and hand tools; operates machine shop equipment as needed. Welds, solders, or uses other forms of bonding to join materials.
- Constructs structures from steel, aluminum, polymers, composites or other common construction materials.
- Assembles and safely places/mounts laboratory equipment (or multi-piece equipment layouts) in concert with designing and installing the specialty gas, compressed air, vacuum, chilled water, and signal wires feeds required for that laboratory equipment.
- Performs a variety of technical duties involved in conducting or assisting in laboratory utility fit-outs such as installing specialty gas lines and local vacuum lines, tying into house compressed air and chilled water lines, installing signal wires, gas cabinet manifolds, regulators, and flash arrestors. Fabricates and installs equipment and piping mounting panels and brackets, fume hood lattice racks, and holders for safety glasses and gloves. Assembles lab furniture and installs research-specific safety upgrades. These jobs often involve woodworking, welding metals, machining metals, and the use of power and hand tools.
- Assists with the fabrication and assembly of specialty lab equipment such as data-monitoring devices (i.e. temperature and flow control boxes) from verbal instructions or drawings.
- Maintains safety features within the College's buildings by installing compressed gas cylinder storage brackets, safety chains for compressed gas cylinder transport, and mounting fire extinguishers and first aid kits.

Qualifications:

- High School diploma or GED, and five years of job-related experience, or equivalent combination of education and experience. Laboratory fit-out experience and small projects management and facilities coordination experience preferred.
- Ability to operate hand tools and power-driven tools, to weld, and to solder is required.
- Knowledge of machine tools, shop math, and the working properties of principle materials is needed.
- Must demonstrate technical aptitude, basic computer skills,
• Ability to work independently on assigned tasks from drawings, sketches or verbal instructions,

• Excellent interpersonal skills with the ability to communicate effectively and interact well with people of all ages and diverse backgrounds.

**Occupational Exposures:**

• Required to use personal protective equipment to prevent exposure to potential chemical and physical hazards.

**Special Requirements:**

• With or without assistance, must be able to routinely lift up to 50 pounds. Personal car must be available for occasional work-related errands around Campus.

Contact: Submit a resume and contact information for 2 references to Brian Saint, bsaint@udel.edu.

Employment offer will be conditional upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.