



Adjunct Instructor Job Description

Job Title: Facilities Adjunct Instructor

Date: March 11, 2025

Department: Workforce & Economic Development (WED)

Prepared By: Carl McPherson, Jr.

Reports Directly To: Director, Workforce & Economic Development

Position Closing Date: Open until filled

Hourly Amount: \$40-\$50/hr

Primary Function of Position: We are seeking a knowledgeable and experienced Facilities Adjunct Instructor to teach facility maintenance courses. If you have a passion for teaching and a wealth of facility maintenance and carpentry knowledge, we encourage you to apply for this rewarding opportunity.

Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Respect, and Responsibility.

Essential Job Functions:

- Instructs students in practical facility maintenance and carpentry techniques.
- Provides hands-on training and demonstrations.
- Develops lesson plans and instructional materials.
- Assesses student progress and provide constructive feedback.

Knowledge, Skills and Abilities:

- Hands-on experience in facility maintenance, repairs, and carpentry.
- Prior teaching or training experience is a plus.
- Strong communication and instructional skills.
- Proficient in various aspects of facility upkeep, repairs and carpentry work, included but not limited to:
 - Drywall repair and painting
 - Basic plumbing
 - Office door repair
 - Basic industry garage door repair
 - Carpet and tile repair
 - Ceiling tile replacement
 - Basic carpentry skills, including framing, trim work, and cabinetry repairs

Working Conditions: Frequent walking, standing, and/or sitting and stooping. The environment may be a classroom and/or shop environment. Ability to lift 10-25 lbs. Concentrated visual effort is required. Extensive communication with internal and external customers. This is not an exhaustive list, and reasonable accommodations will be made as needed.

Organizational Relationship: Adjunct instructor reports to Director of Workforce and Economic Development. Not full-time permanent employment. Instructs in approved classes as needed.

Schedule: Varies depending on approved course offerings. Classes will be daytime.

Contact: Human Resources
(405) 717-4625
Workforce and Economic Development
(405) 717-4367

Only persons of interest will be contacted.

Disclaimer:

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified."

Equal Opportunity E-Verify Employer