

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Instructional Laboratory Technician II,
Automotive Technology

Department: Automotive Technology

Location: Evergreen Valley College

Date: December 4, 2018

POSITION PURPOSE

Performs support services for instructional programs in automotive technology by providing materials, supplies, equipment and related logistical support to lecture, laboratory and other instructional activities; prepares materials, equipment and related supplies using special methods and procedures related to the discipline. Responsibilities may include providing technical and functional direction to Instructional Laboratory Technician I positions or student assistants, as assigned.

Direct or general supervision is provided by assigned supervisor or manager. Technical and functional work direction may be provided by instructional or higher level classified staff.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished from the Level I by planning and scheduling support in order to serve a variety of courses with differing needs requiring diversity in the kinds of materials, supplies and equipment and, therefore, greater skill in serving this diversity. Positions in this class, as opposed to the Level I, require use of judgment related to the suitability of materials related to specific classes and skill in logistics related to meeting a variety of needs simultaneously. Materials preparation at this level requires learning methods and techniques related to the discipline and judgment in determining the appropriateness of the material produced while at the I level, the preparation primarily involves following instructions or formulas and little judgment of the product result. Positions at the I level primarily dispense or arrange equipment while at the II level, assignments frequently involve knowledge of equipment operation and the ability to perform enough repair to keep the equipment functioning or to identify malfunctions requiring technical repair. In addition to performing the duties of the Level I, positions at this level are also responsible for some administrative purchasing functions. Positions at the II Level are distinguished from the III Level by providing comprehensive support for the homogeneous learning facilities areas while at the III Level, support usually is more complex because support must be provided for several learning areas with differing facilities and needs or maintenance and operation of technical or highly complex equipment and requiring skills related to knowledge of the discipline.

KEY DUTIES AND RESPONSIBILITIES:

1. Maintain and assure the security of the assigned instructional laboratory facility and related areas.
2. Dispense and retrieve laboratory equipment, tools, materials and reusable supplies.
3. Prepare, transport, set-up, and take-down materials and equipment used in instructional laboratory demonstrations, exercises, practicals, scenarios, and other activities.
4. Discuss future laboratory activities and scheduled events with instructors; prepare laboratory facilities and assemble supplies.
5. Demonstrate to students the proper and safe operation of assigned equipment.
6. Maintain stock levels and inventories of necessary supplies and equipment; reorder, pick up, and deliver as authorized.
7. Perform basic informational activities in determining pricing, availability, and specifications of necessary supplies.

8. Obtain and maintain Material Safety Data Sheets.
9. Ensure safe handling, storage and proper labeling of hazardous materials and hazardous waste which may include performing any departmental inspections as required by regulatory agencies.
10. Clean and maintain tools and equipment and ensure their safekeeping; clean and provide for general maintenance of the laboratory and shop areas at conclusion of scheduled activities.
11. Perform preventive maintenance on equipment; calibrate, and make minor repairs; report need for major repairs or place service calls as authorized.
12. Under direction of instructor, monitor students for proper and safe methods and procedures in laboratory equipment operation and materials handling.
13. Perform a variety of miscellaneous office work such as preparing purchase requisitions, answering the telephone, scheduling appointments, photocopying, and distributing mail.
14. Provide general information regarding assigned program to participants, potential participants, and other interested parties.
15. Maintain routine records, files, inventories, and reports.
16. Order, pick up, deliver, and set up audio-visual equipment needed to conduct laboratory presentations.
17. Operate a forklift as necessary to move materials for instructional use.
18. Attend staff meetings as requested.
19. Perform other duties reasonably related to this classification as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Basic procedures and practices of maintaining an automotive tool room and shop area.
2. Tools, equipment, materials, and supplies which are used in an automotive facility and their proper and safe handling.
3. Supply and inventory procedures for the effective maintenance of stock levels.
4. Operation and safe use of forklift.
5. Simple accounting functions relevant to procuring, pricing, and securing incoming parts and supplies.
6. Modern office practices and procedures including filing and the operation of office equipment including computers.

Skills and Ability to:

1. Apply language skills to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; and speak effectively before groups of students or faculty.

2. Apply mathematical skills to add, subtract, multiply and divide using whole numbers, fractions, and decimals; convert from one unit of measure to another; and compute rate, ratio, and percent.
3. Utilize reasoning skills to apply common sense understanding to carry out instructions furnished in written, oral or diagram variables in standardized situations.
4. Establish and maintain cooperative working relationships with those contacted during the course of work.
5. Lift and move up to 50 lbs.
6. Use a computer and software programs, such as Microsoft Word and Excel, appropriate to perform job duties.

Experience and Education:

1. Associate's degree (A.A.), or equivalent from a two year college or technical school; OR six months to one year related experience and/or training; OR equivalent combination of education and experience.
2. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of groups historically underrepresented, and groups who may have experienced discrimination;
3. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills

Licenses and Certificates:

1. Possession of a valid Class C California Driver's License

Board Approved: 10/6/1993; 8/12/2008

Salary Range: 66

EEO Category: 2B3 – Technical/Paraprofessional