

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

Position: Instructional Laboratory Technician I,
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; issues, stores, and maintains laboratory materials, equipment and related supplies. Supervision is provided by assigned supervisor or manager. Technical and functional work direction may also be provided by instructional or higher level classified staff.

DISTINGUISHING CHARACTERISTICS

This class is assigned a wide range of supply, storage, and maintenance duties within an instructional automotive laboratory and related facilities. Positions in this class are distinguished from those in the next higher level by performing services that are well-structured and for which incumbents are provided specific training, guidelines, and instructions in contrast to the next higher level which provides greater diversity of service and requires greater judgment because of the diversity. Incumbents in this class usually work independently without the supervisor being present and are expected to follow the procedures and guidelines that have been furnished. Work may involve preparation of materials such as mixing of solutions or simple changing of materials from the state in which they are purchased; such preparation is expected to follow guidelines using skills or methods that can be learned on the job.

KEY DUTIES AND RESPONSIBILITIES:

1. Maintain orderliness and security of the supply room and equipment storage area and assist with the general maintenance of assigned laboratory facilities.
2. Assemble materials for laboratory exercises and demonstrations.
3. Pick up and deliver supplies, materials and equipment to designated work area.
4. Dispense equipment, materials, and supplies which support laboratory or lecture activities; collect and account for supplies and equipment.
5. Inspect supplies and equipment for damage and proper operation; dispose of defective supplies or see that defective supplies and/or equipment are repaired.
6. Perform routine repair and maintenance work on various tools, electrical and mechanical equipment.
7. Assist with periodic inventory and maintaining accurate stock levels of materials and supplies.
8. Receive, stock, and maintain supplies, materials and equipment.
9. Prepare student kits from storeroom materials/supplies for class projects.
10. Assist students as necessary in the set up, and proper and safe use of equipment; answer routine questions regarding equipment operation.
11. Maintain simple records, logs, and reports.
12. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Tools, equipment, materials and supplies which are used in an automotive facility and their proper and safe handling.
2. Supply and inventory procedures for the effective maintenance of stock levels.
3. Modern office practices and procedures including filing and the operation of office equipment including computers.

Skills and Ability to:

1. Observe safety precautions when using hazardous equipment, materials and supplies.
2. Apply language skills to read and comprehend simple instructions, short correspondence, and memos.
3. Write simple correspondence; and effectively present information in one-on-one and small group situations to other employees or students.
4. Apply mathematical skills to calculate numbers, fractions, and decimals; perform mathematical operations using units of American money and weight measurement, volume, and distance.
5. Utilize reasoning skills to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions and deal with problems involving a few concrete variables in standardized situations.
6. Effectively communicate and interact with persons of diverse backgrounds and abilities.
7. Establish and maintain cooperative working relationships with those contacted in the course of work.
8. Lift and move up to 50 pounds.

Experience and Education:

1. One-year certificate program from college or technical school; OR three to six months of 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; 03/10/09

Salary Range: 56

EEO Category: 2B3 – Technical/Paraprofessional