



**AUTOMOTIVE TECHNOLOGY TOOL ROOM ASSISTANT**

**SALARY GRADE:** [C2-30](#)

**POSITION CHARACTERISTICS:**

Position reports to an appropriate administrator at De Anza College and is responsible for checking out tools and equipment used by faculty and students in the Automotive Technology Program. Ten (10) month assignment; academic days only. Hours are Monday through Thursday: 6:00 p.m. to 10:00 p.m. and are not to exceed 16 hours per week.

**DUTIES:**

1. Set up and take down equipment for various projects and activities as assigned.
2. Check hand tools and equipment in and out of tool room.
3. Sell laboratory supplies (safety glasses, shop rags, and class lab packets) to students during first two weeks of class.
4. Maintain appropriate equipment inventory and records.
5. Clean assigned areas as directed.

**MINIMUM QUALIFICATIONS:**

1. Two years related work experience
2. Basic understanding of types of automotive tools and equipment and how they operate.

**PREFERRED QUALIFICATIONS:**

1. At least one college level course in automotive principles, which included a laboratory passed with a grade C or better.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

1. General principles and practices of storing and using materials, tools, equipment and supplies.
2. Basic record keeping techniques.
3. Basic cleaning techniques required by a variety of equipment/surfaces.
4. Proper use of hand and power tools.
5. Health and safety regulations.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Receive, issue, and store equipment used in assigned classes.
3. Establish and maintain cooperative and effective working relationships with others.
4. Understand and follow oral and written direction.
5. Maintain routine records.
6. Perform accurate arithmetic calculations.
7. Maintain a clean and safe work environment.

**WORKING CONDITIONS:**

**Environment:**

1. Indoor and outdoor work environment.

**Physical Abilities:**

1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate and set up various pieces of equipment.
3. Sight to set up and take down equipment.
4. Sitting or standing for extended periods of time.
5. Lifting moderately heavy objects.
6. Reaching overhead, above the shoulders and horizontally.
7. Bending at the waist, kneeling and crouching.

**Hazards:**

1. Contact with cleaning chemicals.
2. Exposure to hazardous materials in the work area that include gasoline, antifreeze, oil and similar products used in the automotive industry.

EEO Code:

Date Created: June 2010