



## AUTOMOTIVE TECHNICIAN

**SALARY GRADE:** [C1-50](#)

**DEFINITION:**

Under the direction of an assigned supervisor, repair and maintain of automotive equipment and tools. Install equipment, aid instructors and coordinators and maintain the work within the laboratories. Employees may be assigned to the day or evening shift.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Repair and maintain equipment, which includes fabrication, machining and welding.
2. Assist in classroom activities by demonstrating equipment, providing orientations of laboratories and working with students one-on-one as necessary.
3. Clarify academic policies and assist students with appropriate course selection.
4. Liaison for apprentice program including registering students and maintaining records and disseminating information.
5. Assist in collecting data, processing apprentice enrollments, maintain information and disseminate information in conjunction with Faculty Coordinators.
6. Determine equipment needs and maintain equipment per warranty requirements.
7. Assist faculty on technical matters including policy and procedural matters.
8. Monitor the storage and removal of hazardous materials; keep appropriate records as needed and assist with HAZMAT inspections with outside agencies.
9. Perform and oversee the duties of the Automotive Equipment Assistant as necessary.
10. Train and oversee hourly staff as appropriate.
11. Perform daily accounting activities.
12. Secure buildings during work hours.
13. Assist in budget preparation and analysis.
14. Maintain relationships with corporations to solicit donations of new cars and equipment.
15. Process departmental paperwork, such as DMV paperwork for donated cars.
16. Perform related duties as assigned.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

1. Equipment and materials used in automotive technology.
2. Fabrication, machining and welding.
3. Methods and practices of terminology of financial record keeping, bookkeeping, auditing and accounting.
4. Hazardous material control and reporting.
5. DMV laws and 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. Analyze situations accurately and adopt an effective course of action.
3. Work effectively with administrators, faculty and students.
4. Repair and maintain equipment in the laboratory.
5. Compile and maintain accurate and complete records and reports.
6. Learn and apply policies and procedures of College and automotive programs.
7. Oversee classified and hourly employees.

### **Education and Experience**

Any combination equivalent to:

1. Associate's degree in automotive technology or related field.
2. Two (2) years of experience in an automotive technology or similar environment.

## **WORKING CONDITIONS:**

### **Environment:**

1. Busy laboratory or classroom environment.
2. Constant interruptions.
3. Noise.

### **Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone as well as making presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 30 lbs.

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