



LABORATORY ASSISTANT, AUTOMOTIVE TECHNOLOGY

DEFINITION

Under immediate supervision, assists in the repair, maintenance, and modification work on a wide variety of instructional equipment, machinery, and tools; assists in providing instructional support services to faculty and students; prepares and sets up exercises, demonstrations, instructional materials, and supplies; assists students and faculty in the use and operation of equipment, machinery, and tools related to the College's automotive technology program; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned Dean. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is an entry-level class responsible for assisting in the maintenance and repair of equipment, machinery, and tools and assisting in conducting instructional support activities to ensure student learning. Initially under close supervision, incumbents learn and perform routine maintenance, repair, and instructional support activities. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Laboratory Technician level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Checks tools and equipment in and out and issues to students; monitors, receives, stores, and maintains adequate inventory levels of tools, instruments, and equipment.
- Assists in the maintenance, repair, and troubleshooting of broken machines, equipment, and tools, including computers, electronic and mechanical equipment, engines, and other equipment pertaining to assigned program; ensures that all equipment, instruments, tools, and machines are in safe and operational condition.
- Prepares and sets up laboratory/shop, demonstrations, and instructional materials; monitors laboratory/shop.
- Assists in providing instructional support to students and faculty in the automotive technology program; assists in instructional demonstrations of procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, and equipment.
- Operates and demonstrates use of various equipment, tools, and machinery; assists faculty and students in proper and safe methods in usage of equipment, tools, and machinery.
- Cleans and maintains facilities and equipment; ensures proper storage of equipment and materials; ensures laboratory/shop and work areas are maintained in a clean and orderly condition.
- Maintains accurate material safety data sheets, reports, and records of work performed and materials and equipment used.
- Monitors, stores, and maintains adequate inventory levels of equipment and materials.

- Submits work orders for maintenance and repair of equipment and facilities.
- Helps with securing automotive technology building after evening classes.
- Learns and applies emerging technologies related to the area of assignment.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of equipment, tools, and machinery.
- Principles and procedures for setting-up, operating, and demonstrating use of various equipment, tools, and machinery used in automotive technology programs.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous materials.
- Basic methods, practices, and techniques of student learning and instruction.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- 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.
- Learn, apply, and explain principles, theories, terminology, techniques, equipment, and materials related to automotive technology programs.
- Learn methods and procedures for preparing materials and demonstrations used in automotive technology programs.
- Learn to troubleshoot and determine appropriate action in the maintenance and repair of equipment, tools, and machinery.
- Read, interpret, and apply technical information from manuals, specifications, blueprints, and schematics.
- Engage students in positive learning in the laboratory/shop or other learning environments.
- Assist students and faculty and demonstrates proper use and maintenance of equipment, tools, and machinery used in automotive technology programs.
- Learn, interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Safely and effectively use and operate equipment and tools required for the work.
- Maintain accurate records of work performed and materials and equipment and tools used.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.

- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and two (2) of experience in mechanical, electrical, or related maintenance and repair work including operation of automotive tools and equipment.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a laboratory/shop/classroom environment; strength, stamina, and mobility to perform light to medium physical work, to operate varied equipment and tools related to automotive technology programs; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment and tools. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees primarily work in a laboratory/shop, classroom, and/or office environment that may contain various equipment, machinery, and tools, with moderate to high noise levels and controlled to varied temperature conditions. Employees may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures. Employees are exposed to hazardous materials and mechanical and/or electrical equipment, machinery, and tools.

Salary Grade: C1-46

FLSA: Non-Exempt

EEO Code: H-50

Board Approved: April 2021