

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL LAB TECHNICIAN–AUTOMOTIVE TECHNOLOGY

RANGE: 28

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under the direction of the Dean maintain and care for the facilities and equipment of the automotive technology instructional lab compound; provide support to instructional staff including to assist with laboratory experiences; provide assistance in automotive classes by checking tools and consumable items in and out to students and instructors; assume responsibility for the maintenance of tools and the inventory of supplies and equipment; and prepare and maintain a variety of requisitions, records, and files.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Check tools and consumable items in and out to instructors and students enrolled in automotive technology lab and lecture courses. **E**
2. Prepare, set up, disassemble, and maintain automotive technology laboratories and lab materials for student experiments as directed by faculty. **E**
3. Assist students in the technical aspects of automotive lab procedures. **E**
4. Operate a variety of automotive lab instruments and equipment; maintain automotive technology compound equipment and apparatus in a clean, operating, and orderly condition. **E**
5. Ensure students and instructors are working in lab areas in a safe manner at all times; encourage the use of safety practices; administer first aid as necessary. **E**
6. Maintain records of tools in use; check tools and equipment for defects or damages when returned; maintain daily inventory of tools. **E**
7. Maintain and update supply database; prepare requisition orders for new and replacement supplies and equipment; receive, assign sequence numbers, engrave, inventory, and store new tools and equipment. **E**
8. Perform daily maintenance and minor repairs of tools and equipment; obtain quotes and arrange for major repairs of automotive equipment according to established guidelines. **E**
9. Ensure tool room is maintained in a safe, secure, orderly, and clean manner at all times. **E**
10. Perform automotive compound opening duties; start air compressors and power equipment; ensure accessibility to instructors and students. **E**
11. Check security of the automotive shop area; report discrepancies as necessary; assist in ensuring security precautions and rules are observed. **E**
12. Perform automotive compound closing duties; secure all gates and work areas; shut down air compressors and power equipment; conduct facility walk through and note any discrepancies in the process. **E**

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Instructional Lab Technician—Automotive Technology - *Continued*

13. Operate a variety of hand and power tools; provide assistance to students in the safe handling and operation of hand and power tools. *E*
14. Fill out customer work orders; assist students in the process of processing a vehicle for repairs; communicate and forward all pertinent information to instructors; forward repair orders to appropriate instructor; assist in completing repair orders as necessary. *E*
15. Assemble and maintain tool and storage boxes as necessary. *E*
16. Train and provide guidance to student workers as needed. *E*
17. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles, practices, procedures, and equipment used in an automotive technology instructional lab environment.
- Nomenclature, operation, and maintenance of tools, equipment, and materials used in automotive repair instructional classes and labs.
- Tool room operations and procedures.
- Technical aspects of field of specialty.
- Operating and repair characteristics of gasoline and alternative fuel vehicles.
- Principles and practices used in storing, handling, and disposing of hazardous materials.
- Inventory control principles and practices.
- Occupational hazards and safety regulations, precautions, and procedures.
- Principles and practices of record keeping.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communications skills.
- Interpersonal skills using tact, patience, and courtesy.
- Modern office procedures, methods, and equipment including computers and applicable software applications.
- Basic principles and practices of budget administration.

Ability to:

- Demonstrate competence in automotive maintenance and repair.
- Prepare and set up laboratory equipment, materials, and other teaching aids in an organized and timely manner.
- Provide appropriate materials, equipment, and supplies for the automotive instructional program.
- Check tools in and out; properly store tools and equipment.
- Clean, inspect, repair, and service a variety of automotive tools and equipment; tag tools that require repair.
- Perform inventory control and maintain accurate inventory reports.
- Maintain adequate quantities of automotive instructional lab tools, materials, and supplies.
- Order tools, consumable material, and supplies when necessary.
- Manage budget expenditures.
- Oversee and maintain safe operation of assigned automotive instructional laboratories and related support areas.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Instructional Lab Technician—Automotive Technology - *Continued*

- Use, operate, and ensure the proper operation, care, and security of automotive technology laboratory equipment, materials, and tools.
- Adapt to changing technologies as it relates to Automotive Technology and learn functionality of new instruments, equipment, and systems.
- Work independently with little direction.
- Plan and organize work; meet schedules and timelines.
- Train and provide guidance to others.
- Maintain records and prepare reports.
- Administer first aid.
- Understand and follow oral and written directions.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Learn and adapt to changing District technology and equipment used in the performance of assigned duties.

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:

Any combination equivalent to: two (2) years of technical training and experience within an auto environment or automobile technology instructional setting with demonstrated experience utilizing tools and equipment used in the automotive instructional program.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

Valid first aid certificate issued by an authorized agency.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an automotive instructional lab environment with frequent contact with students and staff; exposure to hot and cold temperatures, dirt, dust, loud noises, and potentially hazardous materials and fumes; work with and around machinery and equipment having moving parts.

Physical: Primary functions require sufficient physical ability and mobility to work in an automotive shop instructional lab setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate and repair various tools and equipment requiring dexterity of hands and fingers; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Instructional Lab Technician—Automotive Technology - *Continued*

Created: March 1995

Ewing & Company

Revised: June 2019

Forsberg Consulting Services

Revised: February 2023

Human Resources