

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Lab Technician / Electronics

Unit: Office Technical

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Job Code: J1088

Original Date: 01/1991

Last Revision: 05/2016

Staff Type: Classified

FLSA status: Non-exempt

Salary Range: 23

DEFINITION

Under the direction of an instructor or assigned supervisor or manager, assist in the instructional program by performing complex technical work in an instructional laboratory environment in the subject of electronics.

DISTINGUISHING CHARACTERISTICS

The Instructional Lab Technician class is distinguished from the Instructional Assistant class in that positions assigned to the class of Instructional Lab Technician oversee a complex instructional laboratory for an academic or vocational area and must possess extensive technical or academic training and experience in the field of specialty. Under the direction of an administrator or specified faculty member, incumbents work independently and provide work direction and training to Instructional Assistants and/or student assistants.

EXAMPLE OF DUTIES

1. Oversee the operation and maintenance of an instructional laboratory environment in the subject of electronics; train and provide work direction to Instructional Assistants and student assistants.
2. Assist instructors, staff, and students in the operation of equipment and instrumentation common to the electronics field. Assist students as directed in the completion of required assignments.
3. Prepare and issue materials and equipment for student use; maintain records of materials and equipment loaned out to students.
4. Order, receive, catalog, and store supplies, materials, and equipment; maintain inventories, ensuring that adequate quantities are available for timely instructional use; mark equipment with approved identification.
5. Prepare instructional materials and equipment for instructor demonstration and student laboratories as requested according to approved procedures; update the job sheets used on the labs.
6. Test, adjust, and maintain equipment; make visual and operational checks of equipment to ensure it is functioning properly; assure proper storage and handling of equipment; trouble-shoot faulty operation of equipment; assist students in the proper operation of equipment; check equipment for broken or loose parts and bad electrical connections.
7. Make minor repairs on equipment; repair and replace broken or damaged parts and electrical connections and power cords.
8. May develop prototype equipment and special demonstrations for the instructional program which require fabricating, fitting, welding, woodworking, and/or soldering skills.
9. Maintain laboratory and/or storeroom in a safe, clean, and orderly condition.
10. Provide technical assistance in the preparation of specifications for equipment and material purchases; recommend selection of equipment as requested; may interview vendors to assess new equipment and supplies.
11. Assist in the preparation of the laboratory budget; monitor budget expenditures.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONSKnowledge:

- District organization, operations, policies and objectives.
- English usage, grammar, spelling, punctuation and vocabulary.
- General needs and behavior of students of various ethnic, racial, and cultural backgrounds.
- Oral and written communication skills.
- Principles and practices of work direction and training.
- Principles, practices, procedures, and equipment for electronics.
- Record-keeping techniques.
- Safety regulations involved in the field of electronics.
- Technical aspects of electronics.

Skills and Abilities:

- Assemble, maintain, and repair laboratory equipment.
- Assist students in understanding and applying basic principles of electronics.
- Communicate effectively both orally and in writing.
- Demonstrate competence in the field of electronics.
- Ensure the care and security of assigned equipment, materials, and supplies.
- Establish and maintain effective working relationships with others.
- Explain work assignments to students.
- Issue and receive equipment and supplies.
- Learn and apply techniques of precise measurement and notation.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Plan and organize work.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Train and provide work direction to others.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: satisfactory completion of 15 semester units of courses related to electronics and at least two years of successful work experience in the field of electronics. Experience in an instructional setting is desirable.

WORKING CONDITIONSPhysical Requirements:

Category II

Environment:

Favorable, involves an instructional laboratory setting. May be exposed to some fumes.