

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Lab Technician / Auto Mechanics

Unit: Office Technical

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Job Code: J1275
Original Date: 11/1986
Last Revision: 05/2017
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 (lab) environment in the subject of Advanced Automotive Mechanics or Heavy Duty Diesel Technology programs.

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 instructional labs and equipment in the school of Automotive Mechanics; train and provide work direction to instructional assistants and student assistants. Maintain SDS materials and perform maintenance, handling, storage, and disposal of hazardous materials in accordance with federal, State, and local laws and guidelines.
2. Assist instructors, staff, and students in the use of automotive, diesel, and heavy duty power tools, hand tools, and equipment including but not limited to testing, machining, diagnostic, wheel service, lifts and dollies, cleaners and compressors.
3. Prepare, issue, and maintain tool sets for student use for each different repair job; maintain records of materials and equipment loaned to students.
4. Order, receive, catalog, and store all hand tools and equipment; maintain inventories, ensuring that adequate quantities are available for timely instructional use; mark equipment with approved identification.
5. Set up automotive testing equipment for instructor demonstration and student laboratories as requested according to approved procedures, including moving heavy duty trucks/equipment, and using forklifts to move equipment in the lab areas.
6. Test, adjust, maintain, and perform minor repairs on all lab equipment. Submit facility and equipment repair requests as needed and follow up on requests.
7. Maintain laboratory and/or storeroom in a safe, clean, and orderly condition.
8. Provide technical assistance in researching tool and equipment specifications, request quotes, and estimate costs of parts; estimate repair work; assist with District purchase requisitions, work orders, and schedule work through completion.
9. Serve as a liaison between external and internal contacts and the instructor.
10. Assist in the preparation and monitoring of the laboratory budget and budget expenditures.

11. Generate, maintain, and prepare files, reports, and records. Assist in the preparation of all handouts and booklets used in class.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Federal, State, and local laws and guidelines related to the maintenance, handling, and disposal of hazardous materials and substances.
- 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, and procedures of Advanced Automotive Mechanics or Heavy Duty Diesel Technology programs.
- Proper operation of all shop equipment.
- Record-keeping techniques.
- Safety regulations involving the field of specialty.
- Technical aspects of field of specialty.

Skills and Abilities:

- Assemble, maintain, and repair laboratory equipment.
- Assist students in understanding and applying basic principles the field of specialty.
- Communicate effectively both orally and in writing.
- Demonstrate competence in the field of specialty.
- 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.
- Lift 50 pounds.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Operate forklift and Heavy Equipment.
- Plan and organize work.
- Proficient use of word processing and data spreadsheets.
- 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 directions.

Training and Experience:

Any combination of training and experience equivalent to: satisfactory completion of 15 semester units of courses related to automotive mechanics and at least two years of successful work experience in the field of automotive mechanics. ASE Master Service Technician Certificate preferred. The following experiences are desirable: experience with arc welding, fabrication, and torch cutting; experience in an instructional setting. The following certificates are desirable: Forklift Training Certificate; Medium/Heavy Duty ASE certifications; EPA section 609 mobile HVAC certification; EPA section 608 type II stationary equipment HVAC certification.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category II, may occasionally require some physical exertion, stamina, and flexibility.

Environment:

Favorable, involves an automotive or diesel repair setting. May be exposed to exhaust fumes, petroleum chemicals, and noise.