

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Lab Technician / Trades

Unit: Office Technical

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Job Code: J1180
Original Date: 06/2003
Last Revision: 02/2017
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 23

DEFINITION

Under the direction of an instructor or assigned supervisor or manager, assist and support the instructional program; perform complex technical work in instructional laboratories related to a specific skilled industrial, construction, or service trade; perform technical and clerical work in support of the instructional program and prepare instructional materials as assigned.

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 specific 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; setup, operate, and maintain laboratory, classrooms, lab equipment, machinery, tools, and work-aids.
2. Assist students in the completion of assignments related to the specific trade. Tutor students individually or in small groups. Reinforce or follow up on instructions provided by the instructor. Provide relevant information to instructors regarding student progress.
3. Assist faculty, students, and staff in the proper use and operation of materials and equipment. Assist students in the proper selection, operation, and care of instructional materials and equipment. Explain concepts, principles, and terminologies to students; and provide information to students, instructors, and others. Operate a variety of equipment related to the instructional laboratory.
4. Control the circulation of instructional supplies, materials and equipment to students and instructors; check items in and out, maintain appropriate records and inventories.
5. Order, receive, catalog, and store supplies, equipment, materials, and related components; maintain appropriate records and local inventory control for equipment and materials. Provide technical assistance in the preparation of specifications for equipment and material purchases; recommend selection of equipment as requested. Schedule repairs of all lab equipment according to approved procedures.
6. Make minor repairs on equipment; check, repair, and replace worn, loose, broken, or damaged parts and electrical connections. 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. Troubleshoot faulty operation of equipment.
7. Prepare materials for demonstrations by instructors or for use by students; maintain records of materials and equipment loaned out to students. Perform clerical duties, such as answering telephones, taking messages, opening and routing mail, scheduling appointments, collecting fees, scoring and recording student assignments, preparing reports, and maintaining records and files.

8. Maintain instructional areas, laboratory, storeroom and materials, and technical areas in a safe, secure, clean, and orderly condition. Ensure that students observe appropriate safety procedures.
9. Provide information to students, instructors, and others as requested; ensure that students observe appropriate safety procedures.
10. Assist in preparing, administering, scoring, and recording student tests; provide relevant information to instructors regarding student progress.
11. Repair and maintain instructional materials, supplies, and equipment. According to approved procedures, schedule maintenance and repairs for lab equipment.
12. Provide training and work direction to student aides and hourly assistants.
13. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Basic knowledge of the technical aspects of the specific trade.
- 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.
- Instructional methods and techniques.
- Operation, maintenance, uses, and characteristics of a wide variety of equipment used in instructional labs and learning centers for related to the specific trade.
- Oral and written communications skills.
- Principles and practices of work direction and training.
- Programming languages and familiarity with Assembly language and an Editor.
- Record-keeping techniques.
- Safety regulations involving area of specialty.
- Technical aspects of maintaining machines, equipment, tools, and work-aids of the specific trade.

Skills and Abilities:

- Advise students in the proper operation and use of machines, equipment, tools, and work-aids (METWAs) of the specific trade.
- Assemble, maintain, and repair laboratory equipment.
- Assist students in understanding and applying basic principles of the specific trade.
- Communicate effectively both orally and in writing.
- Complete precise and detailed work as related to the specific trade.
- Demonstrate competence in the field of the specific trade.
- Ensure the care and security of assigned equipment, materials, and supplies.
- Establish and maintain effective working relationships with others.
- Explain work assignments to students.
- Follow set standards and procedures and make decisions based on facts and test results.
- Issue and receive equipment and supplies.
- Learn and apply techniques of precise measurement and notation.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Make visual comparisons to check for accuracy.
- Meet schedules and time lines.
- Perform minor maintenance and repair of equipment of the specific trade.
- Plan and organize work.

Provide orientation to instructors, staff, and students in the operation of equipment related to the specific trade.
Read documents, drawings/blueprints, diagrams, of the specific trade.
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 the related skilled trade, and at least two years of successful work experience in the field of specialty. Experience in an instructional setting is desirable.

WORKING CONDITIONS

Physical Requirements:

Category II

Environment:

Involves instructional lab setting related to the specific skilled trade; may include exposure to chemicals and hazardous material; considerable physical exertion; and less desirable environment.