

## Citrus College

## Position Description

Position: Automotive Lab Technician	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 29

### Summary

Performs technical duties to assist in the operation and maintenance of instructional laboratories. Assembles sets up, and installs equipment used in laboratory demonstrations, experiments, or simulations. Provides technical and instructional assistance to students.

### Essential Duties and Responsibilities

- In collaboration with faculty, arrange and assist with laboratory assignments/teaching aids, exercises and exams.
- Coordinate, maintain, and inspect, test and repair equipment in automotive technology.
- Maintain inventory control systems, order tools and supplies and maintain records of supplies used.
- Maintain safety and general cleanliness in assigned laboratory areas.
- Maintain departmental policies and procedures to comply with federal, state and local hazardous materials, health and safety, hazardous waste regulations in addition to any District Environmental, Health and Safety policies.
- Train, supervise and evaluate student lab aides.
- Safely operate equipment and vehicles including trailers and forklifts.
- Performs other related duties as assigned that support the overall objective of the position.

### Qualifications

#### ▪ **Knowledge and Skills**

The position requires knowledge of:

- Proper use of hand tools used in automotive service and repair.
- Safety precautions pertaining to the maintenance of electrical/mechanical equipment.
- Federal, state and local hazardous materials, health and safety, and hazardous waste regulations.
- Electrical and mechanical equipment maintenance.
- Methods and procedures of inventory control.
- General office computer system operation.

#### ▪ **Abilities**

The position requires the ability to:

- Maintain an inventory of necessary supplies and order replenishments.
- Monitor the budget.
- Lift and/or carry 75 pounds.
- Understand and carry out oral and written directions.
- Work independently.
- Set up laboratories in accordance with institutional requirements.
- Assure the care and security of assigned equipment, specialized materials and supplies.
- Assemble, maintain and repair lab equipment.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working and cooperative relationships with others.
- Meet schedules and time lines.
- Implement laws and codes, rules and policies, and other printed matter.

- **Physical Abilities**

Incumbent must be able to function effectively indoors and outdoors in a classroom/laboratory environment engaged in work of a moderately active nature.

Requires sufficient ambulatory ability to stand for extended periods of time, lift and move medium-to-heavy weight materials up to 75 pounds, reach from awkward positions using hand-eye coordination to insert parts, and to climb, balance, and move to work stations.

Requires sufficient arm, hand, and finger dexterity to setup experiments and use a computer keyboard and other office equipment.

Requires normal hearing and speaking skills to communicate with staff and students in one-on-one and small group settings.

Requires visual acuity to read printed materials and labels and to observe students perform tests and assignments.

- **Education and Experience**

Requires a high school diploma, or the equivalent, supplemented by college level coursework in automotive technology, or the equivalent, or industrial experience. Experience in the operation, repair, and maintenance of automotive service and repair equipment is desired.

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed indoors and outdoors where significant safety considerations exist from physical labor, handling of medium-to-heavy weight, awkward materials, and chemicals.