

CLASS TITLE: Art Department Support Technician

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform specialized duties in support of an instructional program with an art laboratory space. Assists in operating instructional art laboratories; performs duties to support the visual art department courses and activities as directed.

REPRESENTATIVE DUTIES:

Provide individual and group instructional services in a subject area; assist or tutor an individual or small group of students in a specific subject area; distribute instructional materials; assist in answering student questions regarding individual lessons.

Perform a variety of clerical duties including prepare, type, and duplicate instructional materials; maintain student files; prepare and proofread tests from rough draft or verbal directions.

Answer correspondence; take and relay messages; provide information and assistance to students; refer students to appropriate personnel.

Order, receive and store supplies, materials and equipment; maintain inventories and assure adequate stock levels; drive a vehicle to pick up and purchase supplies as needed.

Operate a variety of audio-visual, office and instructional equipment including a computer; perform minor troubleshooting to audio-visual, office, and instructional equipment as necessary.

Maintain laboratory environment in a safe, clean and orderly condition; control and maintain hazardous waste materials produced during laboratory experiments; arrange for proper disposal of hazardous waste materials.

Train and provide work direction to student workers and assigned staff; assign and review work; assist in the selection of new employees.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Attend a variety of meetings, workshops and in-service training programs.

Travel to campus sites to deliver supplies and maintain equipment.

Install, maintain, fabricate, diagnose and repair the mechanical, electrical and electronic industrial

equipment for a college instructional program.

Conduct scheduled inspections of equipment for compliance with OSHA safety standards; recommend upgrades of equipment to assure compliance with safety standards; perform repairs or modifications to machinery and equipment to assure compliance with safety standards.

Develop and maintain equipment maintenance schedules that conform to manufacturers' preventive maintenance procedures.

Prepare and maintain reports and records of work activities including installation, repair, maintenance, diagnosis and replacement.

Design and fabricate instructional devices.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, procedures, and equipment related to an art discipline.

A wide variety of equipment and tools related to the assignment.

Laboratory equipment and materials, safety regulations, involving area of specialty.

Modern office practices, procedures, and equipment.

Proper methods of storing equipment, materials and supplies.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Basic record-keeping techniques.

Telephone techniques and etiquette.

Policies and objectives of assigned program and activities.

Basic math and instructional methods.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

Subject matters related to the assignment.

Principles and practices of providing work direction and training.

Technical aspects of the field of specialty.

Prepare and maintain records, reports, and work estimates.

Establish and maintain cooperative and effective working relationships with others.

ABILITY TO:

Install, maintain, diagnose, and repair specialized equipment unique to the art discipline.

Prepare and maintain accurate records and reports related to work performed.

Apply and explain policies, procedures, rules and regulations.

Understand and explain department and program objectives and goals.

Assist teachers with a variety of instruction.

Perform clerical duties such as filing, typing, duplicating and maintaining routine records.

Answer telephones and greet the public courteously.

Communicate effectively both orally and in writing.
 Establish and maintain cooperative and effective working relationships with others.
 Perform specialized and technical duties to ensure efficient art department operations.
 Provide information and assistance to faculty and staff.
 Properly assemble and store assigned equipment, materials and supplies.
 Issue and receive equipment and supplies.
 Understand and follow oral and written instructions.
 Assist students in understanding and applying basic principles of the subject area to which assigned.
 Meet schedules and timelines.
 Work independently with little direction.
 Operate a variety of specialized equipment related to sculpture, painting, and/or equipment used in the creation or finishing of art projects, including a computer and a variety of instructional and office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a minimum of 15 units of college-level course work in the studio arts, or a related field and two years’ work experience in an educational setting and/or in a subject related to the installation, maintenance and repair of specialized equipment unique to the art discipline including but not limited to. gas and/or electric kilns, CNC plasma table and software, power tools, 3-D printer and software, pottery wheels, woodworking equipment, and welding equipment.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid California driver's license.
 Possession of, or ability to obtain, a valid Forklift Certificate.

WORKING CONDITIONS:

ENVIRONMENT:
 Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>4</u> | b. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | c. | Ability to hear and understand speech at normal levels. |
| <u>3</u> | d. | Ability to communicate so others will be able to clearly understand a normal |

- conversation.
- 4 e. Ability to bend and twist, sit, stoop, kneel, push, pull and crawl.
- 3 f. Ability to lift 75 lbs.
- 3 g. Ability to carry 75 lbs.
- 4 h. Ability to reach in all directions.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.