CLASS TITLE: AUTOMOTIVE LABORATORY TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, install, maintain, fabricate, diagnose and repair mechanical, electrical, electronic industrial and automotive equipment.

REPRESENTATIVE DUTIES:

Install, maintain, fabricate, diagnose and repair the mechanical, electrical, electronic industrial and automotive equipment for a college instructional program. ***E***

Conduct schedules 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. ***E***

Assist and provide direction to students during lab activities in coordination with the automotive faculty. Assemble and dismantle instructional resources for automotive laboratory and classroom assignments.

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

Maintain a record of work activities including installation, repair, maintenance, diagnosis and replacement. ***E***

Design and fabricate instructional devices. ***E***

Develop and maintain equipment inventory. ***E***

Respond to inquiries and provide technical assistance and information to District staff on matters related to industrial machinery. ***E***

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Methods, materials, tools, equipment and procedures used in the installation, maintenance, diagnosis and repair of industrial mechanical and electronic equipment.
Principles of electronic circuitry and diagnostic procedures.
Modern welding equipment and practices.
Basic carpentry methods, materials and tools.
Basic record-keeping techniques.
Safe work practices.

ABILITY TO:
Install, maintain, diagnose and repair industrial mechanical and electronic equipment.
Prepare and maintain records, reports and work estimates.

Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate degree with college-level course work in automotive technology or a certificate from a vocational institution demonstrating equivalency and two years of responsible experience in the installation, maintenance and repair of automotive machinery and/or electronic equipment.

LICENSES AND OTHER REQUIREMENTS:

Possession of Automotive Service Excellence (ASE) Certificates
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.

1. Seldom = Less than 25 percent
2. Occasional = 25-50 percent
3. Often = 51-75 percent
4. Very Frequent = 76 percent and above

4	a.	Ability to work at a desk, conference table or in meetings of various configurations.
4	b.	Ability to see for purposes of reading printed matter.
4	c.	Ability to hear and understand speech at normal levels.
3	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.