Automotive Technician

BASIC FUNCTION:

Under the direction of an assigned supervisor, repair and maintain of automotive equipment and tools. Install equipment, aid instructors and coordinators and maintain the work within the laboratories. Employees may be assigned to the day or evening shift.

REPRESENTATIVE DUTIES:

1. Repair and maintain equipment, which includes fabrication, machining and welding.
2. Assist in classroom activities by demonstrating equipment, providing orientations of laboratories and working with students one-on-one as necessary.
3. Clarify academic policies and assist students with appropriate course selection.
4. Liaison for apprentice program including registering students, processing add and drop cards, maintaining records and disseminating information.
5. Assist in collecting data, processing apprentice enrollments, maintain information and disseminate information in conjunction with Faculty Coordinators.
6. Determine equipment needs and maintain equipment per warranty requirements.
7. Assist faculty on technical matters including policy and procedural matters.
8. Monitor the storage and removal of hazardous materials.
9. Perform and oversee the duties of the Automotive Equipment Assistant as necessary.
10. Train and oversee hourly staff as appropriate.
11. Perform daily accounting activities.
12. Secure buildings during work hours.
14. Maintain relationships with corporations to solicit donations of new cars and equipment.
15. Process departmental paperwork, such as DMV paperwork for donated cars.
16. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Equipment and materials used in automotive technology.
2. Fabrication, machining and welding.
3. Methods and practices of terminology of financial record keeping, bookkeeping, auditing and accounting.
4. Hazardous material control and reporting.
5. DMV laws and regulations.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Demonstrate commitment to the increased commitment to the increased understanding of, sensitivity to, and respect for all cultural groups, women and the disabled.
3. Analyze situations accurately and adopt an effective course of action.
4. Work effectively with administrators, faculty and students.
5. Repair and maintain equipment in the laboratory.
6. Compile and maintain accurate and complete records and reports.
7. Learn and apply policies and procedures of College and automotive programs.
8. Oversee classified and hourly employees.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in automotive technology or related field and two years of experience in a similar environment.

WORKING CONDITIONS:

ENVIRONMENT:

1. Busy laboratory or classroom environment.
2. Constant interruptions.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate assigned equipment.
3. Seeing to read various materials.
4. Bending at the waist, kneeling or crouching.
5. Sitting for extended periods of time.

DATE APPROVED: March 1, 1999
RANGE: N-50
EEO-CATEGORY: H-50