VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-MACHINE SHOP

BASIC FUNCTION:

Under the direction of the Dean, Technology, assist in the preparation of materials and demonstrations; operate, distribute and demonstrate specialized instruments, supplies and equipment; instruct students in the proper operation of equipment; repair and maintain tools, materials and equipment.

REPRESENTATIVE DUTIES:

Assist in curriculum development and implementation, including preparing equipment, instructional samples and materials, dispensing equipment and making group presentations and demonstrations. E

Provide information on resources available to students; demonstrate or describe the proper operation, use and care of equipment, instruments and supplies used in the machine shop; communicate in a second designated language as assigned. E

Maintain and perform minor repairs and adjustments to equipment; manufacture replacement parts for tools and equipment. E

Set up specialized instruments, equipment and demonstrations. E

Prepare and maintain various records of materials and equipment supply, utilization and maintenance. E

Assist in assuring security and safety precautions rules are observed. E

Operate a variety of tools, equipment and machinery, such as lathes, milling machines, drill presses, saws, sharpeners, welding machines, tractors, audio-visual equipment, copy machines and electronic instruments. E

Perform related duties as assigned.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, materials, tools and equipment used in the machine shop
Basic math
Record-keeping techniques
Welding techniques
Appropriate safety precautions and procedures
Operation, use and care of equipment
Oral and written communications skills
Interpersonal skills using tact, patience and courtesy
Requirements of maintaining machine shop in a safe, clean and orderly condition
A designated second language is required of positions in this class

ABILITY TO:

Properly set up, operate and demonstrate the correct operation and use of tools, materials and equipment use in the machine shop
Make arithmetic calculations quickly and accurately
Prepare and maintain records and files
Understand and follow oral and written directions
Establish and maintain effective working relationships with others
Operate and perform minor and routine repair and maintenance to equipment used in the machine shop
Manufacture replacement parts for tools and equipment
Enforce safety rules and regulations
Work cooperatively with others
Work from blueprints, shop drawings and sketches
Communicate effectively both orally and in writing

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college-level course work in related subject areas and two years of related paid experience. Some experience working with students in an organized setting is desirable.

LICENSES AND OTHER REQUIREMENTS:

Positions in this class may be required to speak a designated second language.
INSTRUCTIONAL ASSISTANT-MACHINE SHOP (continued)

WORKING CONDITIONS:

ENVIRONMENT:

Instructional machine shop environment
Noise from equipment operation

PHYSICAL ABILITIES:

Lifting and carrying heavy objects
Hearing and speaking to communicate with students
Pushing and pulling
Bending at the waist
Dexterity of hands and fingers to operate equipment
Seeing to observe equipment operation and student behavior
Reaching
Standing for extended periods of time

HAZARDS:

Working around and with machinery having moving parts