VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL LAB TECHNICIAN I-AUTOMOTIVE

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide technical instructional duties in the supervision and training of students in the Automotive Shop; maintain and repair instructional machines and equipment.

REPRESENTATIVE DUTIES:

Provide technical and complex instructional duties in the supervision and training of students in the Automotive Shop; provide student progress information to instructor. E

Demonstrate or describe the proper operation of equipment, tools, machinery, instruments and class materials. E

Assist in the preparation and maintenance of instructional materials; assist in the scoring of test as required. E

Inspect and accept from customers vehicles for repair; estimate repairs and write and assign duty station and work orders to students; inspect and test vehicles after repair; record and bill work completed; process payment according to established procedures. E

Assist in the preparation of equipment; assist in ordering supplies; maintain shop supply inventory. E

Examine new equipment and available literature to recommend future purchases; organize and maintain current shop manual. E

Assure and enforce security and safety of the shop according to established procedures. E

Maintain and repair automotive equipment and shop area for instruction; maintain audio-visual instructional material; operate audio-visual equipment. E

Monitor the flow of automotive shop work; train and provide work direction to student workers as required. E

Prepare and maintain variety of records and reports including student attendance. E

Operate a variety of equipment and machinery, such as Instructional Lab balancers, scopes,
INSTRUCTIONAL LAB TECHNICIAN (continued)

presses, micrometers and audio-visual equipment. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Tools, machinery and equipment used in Automotive Shop
Methods and techniques used in the repair, maintenance, service, overhaul and adjustment of automotive systems
Principles and practices of training and instruction
Record-keeping techniques
Oral and written communications skills
Technical aspects of field of specialty
Health and safety regulations
A designated second language may be required in some positions

ABILITY TO:

Assist students in understanding and applying basic principles of the subject area to which assigned
Advise students in the proper operation and use of assigned instructional equipment
Explain work assignments to students
Speak clearly and distinctly
Understand and follow oral and written directions
Establish and maintain cooperative and effective working relationships with others
Operate a variety of automotive equipment, machinery, tools and instruments efficiently
Plan and organize work
Make arithmetic calculations quickly and accurately
Learn quickly to apply specific rules, policies and procedures of program to which assigned
Maintain records and prepare reports
Perform mechanical repairs to a variety of automotive equipment

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by course work in automotive repair and two years experience in automotive repair

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license
Some positions may require a designated second language
INSTRUCTIONAL LAB TECHNICIAN (continued)

Must possess certificates in brake systems and front-end service and repair from the National Institute for Automotive Service Excellence or its equivalent within nine months of employment

WORKING CONDITIONS:

ENVIRONMENT:

Automotive Shop environment
Noise and fumes

PHYSICAL ABILITIES:

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

HAZARDS:

Working around and with machinery having moving parts
Exposure to fumes and gases from vehicle operation and exposure to fluids treated as hazardous waste