

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### INSTRUCTIONAL ASSISTANT – Aeronautics

Salary Range 17

#### BASIC FUNCTION:

Under the direction of the Dean of Technical Education, control parts, tools and supplies in an assigned instructional lab involving the AFAB and AFMT aeronautical programs; assist students in a lab setting with technical instructions on the safe use of power equipment and hand tools. Performs other related duties as may be assigned.

#### REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Assists students in classroom lecture and lab activities, answer questions and assist with project and worksheets, instruct students in the use of tools, equipment, and safety practices. (E)
- Assists in the administration of projects; assists in the preparation of exam, projects, and worksheets. (E)
- Issues, collects, and inventories tools and supplies; requisition replacements as required; operates and performs preventative maintenance and repairs tools, aircraft and equipment. (E)
- Update and maintain records of attendance according to established procedures. (E)
- Fabricate replacement of aircraft structural parts and construct and prepare structure and composite lab project parts/packets. (E)
- Update and maintain the various lab copies of Safety Data Sheets (SDS) and industry requirements and standards; assist industry representatives with inspections of programs as required; attend industry meetings as assigned.
- Perform maintenance to lab equipment and tooling to keep aeronautical labs in operable condition for instruction purposes at the facilities.
- Assists in recruiting students during outreach functions. (E)
- Maintain aeronautical labs at the facilities and keep all industry standard documentation current. (E)
- Maintain lab computers current with industry required data and standards.
- Check out and retrieve tools from students; clean tools, labs, and equipment. (E)
- Assist students in the labs as per the instructor's instructions.
- Coordinates and performs the ordering, receiving, distribution, and disposal of hazardous chemicals used in the aeronautical structures and composites labs at the facilities.
- Coordinates with industry partners/faculty in receiving donations; inventories and distributes donations according to the needs of the labs/faculty.
- Performs other related duties as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: college level course work in assigned area of specialty and one year experience checking out or working with aircraft structural and/or composite tools, parts and equipment.

#### LICENSES AND OTHER REQUIREMENTS:

- Aviation Technician Certificate in Structures AND Composites.
- Valid California driver's license.
- Valid forklift operator's certificate. (Must be able to obtain within one year of employment)

#### KNOWLEDGE OF:

- Inventory methods, procedures and record-keeping.
- Operation, uses, care, calibration, repair and maintenance of airframe structures.
- Machine shop tools, parts and equipment.
- Basic record-keeping techniques.
- Technical aspects of field of specialty.

- Proper methods of storing hazardous chemicals, equipment, materials and supplies.
- Basic computer operation.

**ABILITY TO:**

- Issue proper tools, materials and equipment needed by students and instructors.
- Maintain security and records for tool room area.
- Establish and maintain cooperative relationships with students and instructors.
- Perform basic repair and maintenance of department tools, materials, parts and equipment.
- Maintain accurate inventory and repair records.
- Operate a computer terminal to input and retrieve data.
- Make less complex repairs to electrical equipment.
- Read and write at the level required for successful job performance.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Not applicable – no permanent full-time staff to supervise.

**CONTACTS:** Co-workers, instructors, students, industry partners and vendors.

**PHYSICAL EFFORT:**

- Lifting and carrying heavy equipment.
- Pushing and pulling.
- Bending at the waist.
- Dexterity of hands and fingers to operate equipment.
- Reaching to demonstrate repair techniques.
- Standing for extended periods of time.
- Climbing Ladders

**WORKING CONDITIONS:**

- Shop environment.
- Noise and fumes.
- Hazardous chemicals.
- Driving a vehicle to conduct work.
- Working around and with machinery having moving parts.
- Exposure to fumes and gases from vehicle operation and exposure to fluids treated as hazardous waste.