

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

LABORATORY TECHNICIAN - ENGINEERING

Salary Range 16

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform specialized and technical duties to assist in the operation and maintenance of an engineering instructional laboratory. (According to TOP Code 0901, Engineering).

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Assist in the operation and maintenance of a engineering instructional laboratory; perform specialized and technical duties to assure efficient lab operations; set up laboratory and equipment for instructors. (E)
- Assist teachers and students in the use of a variety of equipment, materials and supplies in the instructional setting; provide assistance to students as appropriate, assigned or according to established procedures. (E)
- Prepare instructional materials and equipment for teacher demonstrations and student use as requested, according to approved procedures; prepare lab handouts related to experiments; assist instructors with proctoring tests. (E)
- Maintain engineering laboratory environment in a safe, clean and orderly condition; maintain related safety, accident and incident records as required. (E)
- Order, receive and store supplies, materials and equipment; maintain inventories, to assure appropriate quantities are available for instructional use. (E)
- Adjust, maintain, calibrate and perform minor repair to equipment; report major repair needs or arrange for repairs according to established procedures. (E)
- Prepare and maintain various records and reports related to laboratory operations and activities as required; research and obtain new experiments for laboratory use. (E)
- Assist in the coordination of the use of engineering lab facilities to assure the availability of appropriate supplies and equipment.
- Operate a variety of equipment related to any of the engineering lab, including electronic testing equipment, lab experimental equipment, copier and a computer.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Principles, practices, procedures and equipment of assigned engineering instructional lab.
- Safety regulations involving area of specialty.
- Basic record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Advanced mathematics.
- District organization, operations, policies and objectives.
- Technical aspects of physics.
- Basic computer operation.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Proper methods of storing equipment, materials and supplies.

ABILITY TO:

- Perform specialized and technical duties to assure efficient engineering lab operation.
- Provide information and assistance to students and staff.
- Assure the care and security of assigned equipment, materials and supplies.

Approved: 11/5/18

- Maintain engineering laboratory equipment in proper working order.
- Apply advanced mathematical problem-solving.
- Plan and organize work.
- Operate a computer terminal and related software applications.
- Understand and follow oral and written directions.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.

EDUCATION AND EXPERIENCE: Any combination equivalent to: Associate's degree in engineering (per TOP Code 0901), and two years practical experience in any engineering field.

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

CONTACTS: Instructors, student worker, students, vendors, other departmental personnel.

WORK ENVIRONMENT:

- Engineering lab environment.

PHYSICAL EFFORT:

- Dexterity of hands and fingers to operate specialized equipment.
- Carrying, pushing or pulling lab equipment.
- Walking and standing for extended periods of time.