

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### INSTRUCTIONAL ASSISTANT -TECHNICAL EDUCATION (Automotive, Auto Body, Air Conditioning, Welding)

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 automotive, auto body, air conditioning, and/or welding, 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, operates, and performs preventative maintenance and repair of tools and equipment used in the classroom/lab. (E)
- Maintain inventory records of supplies and equipment; prepare requisitions; request bids from vendors; receive and process supplies and equipment utilizing a computerized record system.
- Update and maintain records of attendance and grades according to established procedures. (E)
- Fabricate and construct lab work areas in accordance with subject specialty. (E)
- Assists in recruiting students during outreach functions. (E)
- Maintain lab computers current with required data.
- Check out and retrieve tools from students; clean tools, labs, and equipment. (E)
- Coordinates and performs the ordering, receiving, distribution, use and disposal of hazardous materials in the classroom/lab.
- Assist students in the labs as per Instructors instructions.
- 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 (in area of specialty) checking out or working with automotive, auto body, machine shop, air conditioning, and/or welding, tools, parts and equipment.

#### LICENSES AND OTHER REQUIREMENTS: (Must be able to obtain within first 90 days of employment)

- Valid California driver's license.
- Valid forklift operator's certificate.

#### KNOWLEDGE OF:

- Inventory methods, procedures and record-keeping.
- Operation, uses, care, calibration, repair and maintenance of auto body, air conditioning, welding and machine shop tools, parts and equipment.
- Basic record-keeping techniques.
- Technical aspects of field of specialty.
- Proper methods of storing equipment, materials, supplies and hazardous materials.
- 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, 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.

**WORKING CONDITIONS:**

- Shop environment.
- Noise and fumes.
- Driving a vehicle to conduct work.
- Working around and with machinery having moving parts.
- Possible exposure to fumes and gases from vehicle operation.
- Exposure to hazardous materials.