

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### INSTRUCTIONAL ASSISTANT – Airframe & Powerplant

Salary Range 18

#### BASIC FUNCTION:

Under the direction of the Dean of Technical Education, control parts, tools and supplies in an assigned instructional lab involving airframe and powerplant; 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, collect, and inventories tools and supplies; requisition replacements as required; operate and perform preventative maintenance and repair of tools, aircraft and equipment. (E)
- Update and maintain records of attendance according to established procedures. (E)
- Fabricate replacement aircraft simulator parts and construct lab work areas such as paint booths. (E)
- Update and maintain lab copy of Federal Aviation Administration regulations; assist FAA representative with inspections of programs as required; attend FAA meetings as assigned.
- Perform AVC aircraft maintenance to keep aircraft in operable condition for instruction purposes.
- Assists in recruiting students during outreach functions. (E)
- Maintain FAA and A&P school facilities drawings current. (E)
- Maintain lab computers current with FAA required data.
- Check out and retrieve tools from students; clean tools, labs, and equipment. (E)
- 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 checking out or working with airframe and powerplant tools, parts and equipment.

#### LICENSES AND OTHER REQUIREMENTS:

- Mechanic Certificate with Airframe & Powerplant rating (A & P mechanic)
- Valid California driver's license.
- Valid forklift operator's certificate. (Must be able to obtain within one year of employment)
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#### KNOWLEDGE OF:

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