

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

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

Salary Range 16

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 and grading 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 and grades according to established procedures. (E)
- Fabricate and construct lab work areas such as paint booths. (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)
- 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 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.

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.