STATE CENTER COMMUNITY COLLEGE DISTRICT
INSTRUCTIONAL TECHNICIAN – AGRICULTURAL MECHANICS

DEFINITION

Under direction assists in the operation and maintenance of the agricultural program equipment, including preparing demonstrations for the class.

DISTINGUISHING CHARACTERISTICS

The Instructional Technician class is distinguished from the Instructional Aide class in that incumbents assigned to the class of Instructional Technician oversee complex instructional laboratories, possess specialized technical and academic training, and has experience in the assigned field. Additionally, the incumbent will provide administrative support for multiple instructors. Incumbents work independently and may provide instructional assistance to students and instructors in an instructional laboratory designated for a specific academic or vocational subject area. Instructional Technicians are responsible for applying district policies in regard to environmental, health, and safety regulations.

EXAMPLES OF DUTIES

Performs a variety of duties related to the agricultural mechanics program including but not limited to: assisting with demonstration of proper techniques and use of tools and equipment for students during laboratory classes; inventorying and maintaining parts and equipment; inspecting engines and student repair work; ordering parts and processing orders upon delivery; collecting, storing, and coordinating the disposal of hazardous chemicals and materials; assisting with managing and record keeping of toxic waste in accordance with regulations and other guidelines, and ensuring and enforcing security and safety of the lab according to established procedures, policies, and laws. Screening, selecting, training, evaluating, and providing work direction for student workers. Performing other duties as needed.

EMPLOYMENT STANDARDS

Education:  Associate degree; journey level experience in diesel technology may be substituted for Associate degree.

Experience:  Experience performing engine repairs including overhauls, tune-ups, and air brakes; hydraulic, electrical and mobile air conditioning systems; and welding fabrication.

Certification: Possession of a Mobile Air Conditioning Society Certificate or the equivalent. A valid commercial Class ‘A’ Driver’s license is desirable.

Knowledge, Skills, and Abilities:  Knowledge of: shop safety procedures; engines to inspect and monitor repairs, various engine parts, packing and shipping procedures for engine parts, machine shop tools and equipment; tune-up equipment and its proper use; and health and safety regulations. Skill and/or Ability to: learn, apply, and utilize hardware and specialized software applications to create spreadsheets, databases, and produce reports; read and interpret technical material, such as manufacturer’s maintenance manuals; maintain inventory, attendance, and
other types of records; file engine parts to coincide with inventory parts books; identify and process improperly requisitioned parts; maintain equipment used in agriculture mechanics lab; demonstrate techniques and use of tools and equipment for students; perform mathematical calculations; clean, adjust, operate, and repair lab equipment; communicate effectively both orally and in writing; give clear and concise instructions; review and evaluate the work of students assigned by instructors; keep accurate records; effectively communicate with individuals for whom English is not a primary language; train and direct student aides; employ proper English usage, spelling, grammar, and punctuation; receive and follow instructions; appropriately interact with a diverse population to include students, staff, faculty, and the public; and learn and apply college and district policies and procedures.

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Salary Range: 50