STATE CENTER COMMUNITY COLLEGE DISTRICT
INSTRUCTIONAL TECHNICIAN – AUTOMOTIVE (BODY & FENDER)

DEFINITION

Under direction assists in the operation and maintenance of the automotive 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 automotive 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 automotive parts, materials and equipment; inspecting all phases of auto collision repair work; ordering parts, paints, and supplies and processing orders upon delivery; preparing and maintaining a variety of records and reports including student attendance; maintaining the shop in an organized manner; preparing work orders; maintaining customer waiting list; 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 or certificate program in automotive body and fender; journey level experience may be substituted for degree or certificate.

Experience: Experience performing major and minor body repair work, frame work, oxyacetylene and mig welding, plastics repair, paint work, volatile organic compounds (V.O.C.) logging and computer estimating.

Knowledge, Skills, and Abilities: Knowledge of: automotive shop safety procedures; major and minor body work to inspect and monitor repairs; various engine parts; packing and shipping procedures for engine parts, machine shop tools and equipment; tune-up equipment and their proper use; oxyacetylene and mig welding, fiberglass, urethanes, and sheet molded compounds (S.M.C.); plastics, paint systems (enamel, polyurethane, base coat/clear coat, tri coats, complete
paint work, spot and color matching) to inspect and monitor repairs; 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, volatile organic compounds (V.O.C.) logging, and other types of records; maintain equipment use in automotive lab; demonstrate proper 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