STATE CENTER COMMUNITY COLLEGE DISTRICT
INSTRUCTIONAL TECHNICIAN – AUTOMOTIVE

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; utilizing a variety of auto service equipment, materials and supplies; assisting with development, explanation and demonstration of learning exercises and instructional materials; monitoring students in class and shop situations; ordering, receiving and storing supplies, materials, and equipment; maintaining records and preparing reports; maintaining timely and accurate records of vehicles used by students in meeting class objectives; maintaining shop and equipment in a clean, orderly manner; operating district vehicles; 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 in automotive technology.

Experience: Experience performing service maintenance and repairs of the following systems: engines, electrical, computer controls, brakes, transmissions, differentials, suspension, steering, fuel, and emission control.
Certification: Possession of a valid California Drivers license, and within eighteen (18) months of employment, completion of a certification from the National Institute for Automotive Services Excellence in Automobile areas of A1 through A8.

Knowledge, Skills, and Abilities: Knowledge of: automotive 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 their 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 automotive lab; organize and perform record-keeping duties; 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; perform arc (Metal Inert Gas and/or Tungsten Inert Gas) and gas welding; metal cutting with oxy-acetylene equipment; design and fabricate auto test and demonstration equipment; 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.