STATE CENTER COMMUNITY COLLEGE DISTRICT
INSTRUCTIONAL TECHNICIAN – MACHINE SHOP

DEFINITION

Under direction assists in the operation and maintenance of the machine shop 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 machine shop program including but not limited to: assisting with demonstration of proper techniques and use of tools and equipment for students during laboratory classes; fabricating and building various models to demonstrate electrical systems; assembling and testing newly designed equipment; inventorying and maintaining machine shop equipment; setting up specialized instruments and equipment; making repairs or modifications to training models; monitoring and recording tasks; ordering parts, instructional materials, 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 or certificate in machine shop; journey level experience in the machine shop industry may be substituted for the degree or certificate.

Experience: Experience in operation of machine shop equipment, job shop operations, and production manufacturing.

Knowledge, Skills, and Abilities: Knowledge of: basic computer operations and computer numerical control (CNC) programming; proper methods, materials, tools and equipment used in the machine shop; record-keeping techniques; appropriate safety precautions and procedures; operation, use, and care of equipment; requirements of maintaining machine shop in a safe, clean, and orderly condition; 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 machine shop equipment manuals and use this
information to facilitate repairs on shop equipment; set up, operate, and demonstrate the correct
operation and use of tools, materials, and equipment used in the machine shop; prepare and
maintain records and files; operate and perform minor and routine repair and maintenance to
equipment used in the machine shop; enforce safety rules and regulations; perform and
demonstrate the use of precision measurement tools, such as micrometers, calipers, and dial
indicators; safely operate and demonstrate the proper operation of machine shop tools including
lathes, mills, grinders, saws, drill presses, and computer numerical control (CNC) mills and
lathes; 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.

Section 10 Page 19
Approved: December 18, 2002
Revised by PC: September 11, 2007
Salary Range: 50