Position: Instructional Associate – Toolroom

Department/Site: Tool Room

FLSA: Non-Exempt – (Classified CSEA)

Reports to: Director, dean, or other administrator in assigned area

Salary Range: 21

BASIC FUNCTION:

Under the direction of the Dean of Academic Affairs, control parts, tools and supplies in an assigned instructional lab involving automotive repair, machine shop, carpentry and welding; assist students in a lab setting with technical instructions on the safe use of power equipment and hand tools.

REPRESENTATIVE DUTIES:

- Check supplies, equipment, materials, parts and hand power tools in and out to students and instructors; maintain appropriate records.
- Set up equipment for instructors; maintain, clean, repair and weld a variety of machines and equipment; perform repairs to equipment.
- Assist students in the safe and proper use and care of tools and power equipment; coordinate major repairs and maintenance of lab equipment and machinery to assure safe and proper operation.
- Inspect and perform routine maintenance and lubricate hand tools; inspect and recondition drill bits and welding tips; troubleshoot and repair small power tools and equipment; design and fabricate new tools for special projects.
- Store and order lumber in various grades and types.
- Repair, construct or replace oxygen and acetylene hoses, fittings, tips, torches and welding cables; change welding tanks on manifold lines; change cylinders.
- Assist in requisitioning parts, supplies, equipment, instruments and tools; take and maintain appropriate inventories.
- Maintain toolroom in orderly condition; maintain security of toolroom.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
• Inventory methods, procedures and record-keeping.
• Operation, uses, care, calibration, repair and maintenance of automotive, carpentry, 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.
• Welding techniques.
• Operation, calibration, maintenance and repair of specialized equipment and instruments.
• Proper safety techniques and precautions in using and repairing tools and equipment, and in using toxic chemicals.
• Common lubricants and their application.
• Shop math applicable to carpentry and machining of parts.

ABILITY TO:
• Issue proper tools, materials and equipment needed by students and instructors.
• Interpret and apply department and College rules and policies relating to the learning laboratory with sound judgment.
• Provide instructional assistance and technical advice to students on the availability and uses of instructional materials and equipment.
• Maintain security and records for toolroom area.
• Establish and maintain cooperative relationships with students and instructors.
• Perform repair and maintenance of department tools, materials, parts and equipment.
• Maintain accurate inventory and repair records.
• Demonstrate mechanical aptitude.
• Maintain accurate inventory records of laboratory supplies and equipment.
• Read, understand and apply manuals, specifications, schematic drawings and parts catalogs.
• Understand and follow oral and written instructions.
• Establish and maintain cooperative and effective working relationships with others.
• Maintain the security and integrity of complex tools and equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college level course work equivalent to a certificate in one or more of the areas served and three years journey-level experience working with automotive, machine shop, carpentry or welding.

WORKING CONDITIONS:

ENVIRONMENT:
Shop environment. Noise and fumes.

PHYSICAL DEMANDS:
Lifting, carrying, pushing or pulling heavy equipment.
Bending at the waist.
Dexterity of hands and fingers to operate equipment.
Reaching to demonstrate repair techniques.
Standing for extended periods of time.
HAZARDS:

Working around and with machinery having moving parts. Exposure to fumes and gases from vehicle operation and exposure to fluids treated as hazardous waste.