**Position:** Instructional Associate II – Automotive/Diesel  

**Position Number:**

**Department/Site:** Career and Technical Education and Workforce Development  

**FLSA:** Non-Exempt – (Classified CSEA)

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

**Salary Range:** 23

**DESCRIPTION:**

Under the direction of the Dean of Career and Technical Education and Workforce Development, the instructional associate control parts, tools and supplies in an assigned instructional lab involving automotive/diesel maintenance and repair; assist students in a lab setting with technical instructions on the safe use of power equipment and hand tools.

**REPRESENTATIVE DUTIES:**

- Prepare and issue supplies, equipment, materials, parts and hand power tools in and out to students and instructors; maintain appropriate records.
- Plan lab set-ups for diesel technology and automotive technology classes according to established guidelines. Prepare and set up materials and equipment for lab procedures, demonstrations, and exams;
- Remove lab set-ups, clean labs and shops; assure proper storage of equipment and tools; maintain, clean, and repair a variety of machines and equipment.
- Assist instructors and students in the safe and proper use and care of tools, instruments, and equipment;
- Report and coordinate major repairs and maintenance of lab equipment and machinery to assure safe and proper operation.
- Calibrate, adjust, maintain, inspect, and perform routine maintenance and minor repair to equipment, and lubricate hand tools; troubleshoot and repair small power tools and equipment.
- Operate a variety of equipment, including forklift, column lifts, post lifts, and others related to the specialized area of assignment.
- Operate a variety of instruments, including diagnostic equipment, multimeters, wheel alignment, brake lathe, smog machines, and others, related to the specialized areas of assignment.
- Communicate with vendors; research and obtain quotes for purchase, and assist in requisitioning parts, supplies, equipment, instruments and tools; take and maintain appropriate inventories.
• Maintain a safe and secure workplace in the shop and toolroom and keep in orderly condition; maintain security of shop and toolroom; contact appropriate personnel to maintain or dispose of hazardous substances according to established procedures.
• Assist in the coordination of the use of lab facilities, assuring the availability of appropriate instruments, equipment, tools, and supplies.
• Train and provide work direction to student workers and other personnel as assigned; assign and review work;
• Prepare and maintain various records and reports related to shop operations and activities as required, including inventory, and damage and repair;
• 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, 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.
• 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.
• Basic computer skills.

SKILLS AND ABILITY TO:

• Issue proper tools, materials and equipment needed by students and instructors.
• Interpret and apply department, division, and College rules and policies relating to the learning laboratories 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.
• Become forklift certified and certified for operating and maintaining column and post lifts.
• Operate assigned equipment and tools.
• 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 graduation from high school, one year basic inventory and record-keeping experience, and experience working with automotive equipment and tools.

LICENSES AND CERTIFICATIONS:

Valid California driver’s license.