

Desert Community College District
LABORATORY SPECIALIST, AUTOMOTIVE

Basic Function

Provides vocational instruction support for trade and industrial programs; prepares equipment, materials, supplies, and training aids for classroom instruction and student laboratory assignments for the assigned program; maintains specialized test and repair equipment; assist academic staff by handling administrative laboratory functions.

Supervision Received and Exercised

Receives general supervision from assigned Applied Science dean.

Examples of Typical Job Functions

1. Assist instructors in the planning, organization, preparation, and presentation of classroom and laboratory materials for the Automotive Program; set up supplies and equipment for instruction and remove when completed.
2. Provides information regarding the programs and requirements of the program; assists students with registration, appointments, and necessary documentation as it relates to the Automotive program.
3. Tutor students individually or small groups in a variety of instructional and tutorial situations; prepare or oversee students in preparation of laboratory setups.
4. Prepares teaching aids and oversees the disassembly of cars for laboratory components; assist students with diagnoses and repairs.
5. Oversees safety and security of equipment and materials; arrange for requisite pickup of hazardous waste materials following appropriate District procedures; maintain hazardous materials storage and handling as assigned; troubleshoot problems and make modifications

as necessary, ensuring that all procedures are in compliance with the guidelines of various regulatory organizations including, but not limited to, CalOSHA.

6. Assists in the preparation of budgets; prepares requisitions, processes purchase of instructional supplies and equipment, maintains a variety of records and reports related to auto shop expenditures, inventory, equipment, supplies, billing and service requests; prepares surplus lists and order adequate supplies and materials for instructional use; perform minor maintenance on equipment and vehicles as assigned
7. Assists in program compliance; assists in creating and updating policies, procedures, and manuals; makes recommendations as appropriate.
8. Calibrates equipment and make minor adjustments as necessary; arrange for maintenance, repair, and replacement of equipment; recommend and assist in upgrade of equipment and materials; install new hardware and software on equipment.
9. Attends periodic training and certification in chemical HAZMAT handling and storage procedures, and others as assigned.
10. Receives, issues, stores, and cares for laboratory, classroom, shop, tool room, or other instructional materials. Maintain laboratory environment in a safe, clean and orderly condition; mix, apply and spray chemical applications as required.
11. May assist in the selection, training, and provide lead direction to temporary employees and student workers.
12. Performs other related duties as assigned.

Qualifications

Knowledge of:

1. Principles, practices, procedures and equipment of Automotive Program.

2. Laboratory equipment and materials safety regulations involving area of specialty.
3. Hazardous materials storage and handling.
4. Record- keeping techniques.
5. Instructional materials and tutorial techniques, reference materials and effective study techniques.
6. Technical aspects of automotive.
7. Correct English usage, grammar, spelling, punctuation and vocabulary.
8. District operations and, policies.
9. Technical aspects of field of specialty.
10. Oral and written communication skills; interpersonal skills using tact, patience and courtesy.

Ability to:

1. Read, understand, interpret, and apply District and department rules, policies, and procedures.
2. Plan and organize work.
3. Understand and follow oral and written directions.
4. Exercise independent judgment within general policy, and procedural guidelines.
5. Communicate effectively both orally and in writing to exchange information.
6. Establish and maintain effective working relationships with others.
7. Determine appropriate action within clearly defined guidelines using diplomacy.
8. Meet schedules and time lines.
9. Maintain records and prepare reports.
10. Research new methods, materials and equipment related to assigned subject area.

11. Provide lead direction to short-term staff and/or student workers.
12. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio- economic, disability, and ethnic backgrounds of students, staff and the community.
13. Maintain current knowledge of specialized programs and services.

Education and Experience:

An Associate's degree in automotive technology or related field; and two (2) years' experience in field of specialty or work environment directly associated with the assignment; or an equivalent of education, training, and/or experience.

Licenses and Certifications:

Valid driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier. ASE Certification in one or more areas.

Working Conditions

Laboratory environment. Frequent interruptions. Driving a vehicle to conduct work. Subject to exposure to chemicals and other harmful substances. Working with large and heavy equipment. Working around and with machinery having moving parts.

Employment Status

Classified Bargaining Unit

Range 14

BOT Approved: April 20, 2017

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