

## Job Description

**JOB TITLE:** LABORATORY TECHNICIAN – AUTOMOTIVE TECHNOLOGY

**PAY GRADE:** CL 19

**LAST REVISED:** 06/2007

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

### **SUMMARY DESCRIPTION**

Under direction of assigned manager, performs a variety of technical and operational duties in support of the Automotive Technology Department laboratory programs and program activities.

**REPRESENTATIVE DUTIES** - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Maintains equipment, facilities, tools, and other items in the Automotive Technology Department laboratory; troubleshoots, diagnoses, services, repairs, and maintains equipment, facilities, and tools; performs preventive and operational maintenance procedures; diagnoses and troubleshoots emergency equipment breakdowns; calibrates gauges and other equipment and tools to maintain optimal accuracy and condition.
2. Fabricates new and/or renovated/replacement parts, tools, and/or other items as needed for repairs, maintenance, and for student projects; designs mock-ups, fixtures, parts, and special tools; manufactures parts and tools.
3. Oversees use of Automotive Technology Department laboratory and equipment by students and staff; secures and manages storage space for instructional aids, supplies, mock-ups, tools, equipment, and hazardous materials; returns all items to proper storage areas when not in use; assists students with, demonstrates, and advises regarding proper equipment/tool clean up and return procedures, other procedures, and safety practices; trains staff and students regarding use of tools and equipment, safety practices, and specialized procedures within the automotive repair trade.
4. Operates a variety of equipment, hand and power tools, and machinery; operates automotive diagnostic equipment; operates air-conditioning recycling and recharging equipment; test-drives automobiles and other vehicles to determine safe and proper operation; operates District vehicles and/or privately owned vehicle to pick up and deliver parts and equipment; operates forklifts to offload equipment, supplies, and materials and to move items.
5. Provides tool room services; issues tools, manuals and related items to students and staff.
6. Provides a variety of clerical and administrative support; maintains up-to-date inventory of assigned equipment, parts, tools, manuals, materials, and supplies; orders supplies; maintains a variety of records and files; monitors assigned budgets; responds to telephone and other inquiries.
7. Oversees student assistants and other temporary work forces; recruits, interviews, hires, and provides orientation and training to new student/temporary employees; assigns projects and daily work; evaluates work performed; monitors student/temporary workers hours worked and budgets.

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8. Performs related duties as required.

**QUALIFICATIONS** - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Automotive tools, equipment, manuals, and diagnostic equipment.  
Automotive maintenance, preventive maintenance, repair, diagnosis, and troubleshooting concepts, procedures, practices, and techniques.  
Automotive cleaning equipment.  
Procedures and techniques used in the calibration of automotive tools and equipment.  
Office procedures, methods, and equipment including applicable computer hardware and software applications.  
Basic budgeting and bookkeeping concepts and techniques.  
Basic inventory and purchasing processes and procedures.  
Occupational hazards and standard safety practices including methods and techniques used in handling and disposing of hazardous chemicals.

**Ability to:**

Perform general technical and operational duties in support of the Automotive Technology Department laboratory.  
Perform preventive maintenance on, repair, diagnose, and troubleshoot automobile and light truck systems and overall operations.  
Operate automotive repair and maintenance tools and diagnostic equipment.  
Utilize and accurately read automotive measuring devices.  
Calibrate automotive tools and equipment.  
Read and interpret automotive technical manuals and schematics.  
Assist and advise students with regard to automotive repair procedures.  
Operate automobiles, light trucks and forklifts.  
Operate automotive cleaning equipment.  
Operate office equipment including computers and supporting word processing, database management, and spreadsheet applications.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Perform general clerical tasks; maintain accurate records.  
Hire, train, and supervise student and/or other temporary help.  
Work independently and collaboratively.  
Plan and organize work to meet changing priorities and deadlines.  
Learn and apply applicable federal, state, and local laws, codes, and regulations as well as administrative and departmental policies and procedures.  
Observe safety procedures including those for proper lifting and for handling and disposal of hazardous materials.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Examples of ways to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level coursework or specialized training in automotive technology or a related field.



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### **Experience:**

One year of responsible automotive equipment repair and maintenance experience.

### **License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain, a Hazardous Materials Awareness Training Card.

Possession of a valid Refrigerant Recovery and Handling Certificate.

Possession of, or ability to obtain, a Forklift certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily indoors in an automotive shop, education classroom/center/laboratory, or office setting; exposure to chemicals, hazardous materials, dusts, mists, fumes, gases, solvents, wet/damp surfaces, and noise; work with equipment and apparatus. Subject to risk of exposure to blood borne and/or other pathogens due to potential for cuts and/or contact with fresh or dried blood or other body fluids on saws, drills, and other power equipment. Moderate exposure to risks controlled by safety precautions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an automotive shop, education center/classroom/laboratory, or office setting; to stand or sit for prolonged periods of time; to walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate automotive shop and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and requires the wearing of personal protective equipment including safety glasses or goggles, lab coats, gloves, respirators, or face shields.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

*Johnson & Associates*  
Revised: June, 2007