Los Rios Community College District

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LABORATORY TECHNICIAN-MECHANICS

Series Specifications
Laboratory Technician - Mechanics
Lead Laboratory Technician - Mechanics

DEFINITION

This series describes two classes that have the primary responsibility for all of the functions associated with the maintenance of mechanical/automotive laboratories and stockrooms including hazardous material storage, clean up, and disposal.

POSITION SUMMARY

Laboratory Technician - Mechanics: Under general supervision, performs technical work in a college instructional laboratory and operates a supporting laboratory stockroom including hazardous material storage, clean up, and disposal; receives and issues laboratory supplies and equipment; maintains and repairs equipment used in a mechanics and/or auto laboratory; and builds accessory equipment.

Lead Laboratory Technician - Mechanics: An experienced Laboratory Technician who, with minimal supervision from an assigned manager/supervisor, performs the most complex specialized and technical duties in the operation and maintenance of college instructional laboratories and stockrooms including hazardous material storage, clean up, and disposal. Issues laboratory supplies and equipment; maintains and repairs equipment used in a mechanics and/or auto laboratory, and builds accessory equipment. Trains and directs student help. Acts as the lead for three or more regular Laboratory Technicians, Instructional Assistants, and Toolroom Equipment Attendants.

TYPICAL DUTIES

Both Levels: Maintains and repairs precision tools used in mechanics and/or auto laboratories; and maintains storeroom accountability records. Estimates cost factors, including labor and material for purchased and fabricated parts and costs for assembly, testing, and installing; orders new materials; and receives, checks, and stores ordered materials. Prepares parts, sketches and writes work orders and purchase requests to be furnished by outside contractors; devises, fabricates, and assembles new or modified mechanical components; and builds, installs, repairs, and calibrates laboratory and bench equipment. Maintains laboratory areas in a clean, safe, secure and orderly condition; maintains supply and equipment inventories in a technical storeroom; and maintains storeroom expenditure records. Provides guidance to students in proper care and use of materials and equipment; oversees and participates in the preparation of materials and equipment for classroom instruction; and does conventional as well as t.i.g. and m.i.g welding on tools and equipment. Discusses changes in design, method of manufacture and assembly, and drafting techniques and procedures with staff and coordinates corrections; analyzes tests results in relation to design or rated specifications and test objectives, and modifies or adjusts equipment to meet specifications. Reads dials and meters to determine amperage, voltage, electrical output and input at specific operating temperature to analyze parts performance; confers with technicians, and submits reports of test results to engineering department and recommends design or material changes. Operates drill press, grinders, engine lathe, or other machines to modify parts tested or to fabricate experimental parts for testing; drafts detail drawings or sketches for drafting room completion or to request parts fabrication by machine, sheetmetal or wood shops; and performs related duties as required.

Lead Laboratory Technician - Mechanics: Acts as the lead for three or more regular Laboratory Technicians, Instructional Assistants, and Toolroom Equipment Attendants.

QUALIFICATIONS

EXPERIENCE

Laboratory Technician - Mechanics: One year of responsible stockroom and auto mechanics experience.

Lead Laboratory Technician - Mechanics: Two years of increasingly responsible stockroom and auto mechanics experience including experience directing the work of others.

EDUCATION

Laboratory Technician - Mechanics: An A.S. degree in auto mechanics or related field. Additional qualifying experience may be substituted on a year-for-year basis for the educational requirement.

Lead Laboratory Technician - Mechanics: An A.S. degree in auto mechanics or related field. Additional qualifying experience may be substituted for up to one year of the educational requirement.

SPECIAL REQUIREMENT (BOTH LEVELS)

Any offer of employment will be contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF

Both Levels: Knowledge of equipment, procedures, supplies and materials associated with the mechanics/auto laboratories curriculum; record keeping and filing techniques; and state safety regulations.

Lead Laboratory Technician - Mechanics: Knowledge of basic principles of leadership, supervision and training.

SKILL IN

Both Levels: Skill in finding information; identifying essential information; and finding ways to structure or classify multiple pieces of information. Skill in identifying the nature of problems; and using mathematics to solve problems. Skill in controlling the operations of equipment or systems; and determining the kind of tools and equipment needed to do a job.

Lead Laboratory Technician - Mechanics: Skill in leading the work of others.

ABILITY TO (ESSENTIAL FUNCTIONS)

Both Levels: The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and good judgment; work as a member of a team; and meet schedules and time lines. The ability to keep the hand and arm steady; and quickly and repeatedly make precise adjustments in moving the controls of a machine or vehicle to exact positions. The ability to understand and carry out oral and written directions; and communicate information and ideas orally and in writing so others will understand. The ability to interact with instructional staff, assistants, and students in organizing stockrooms and planning the arrival of materials; maintain accurate inventory and repair records; repair equipment; and oversee and train student workers.

Lead Laboratory Technician - Mechanics: The ability to lead the work of others.

Physical and Environmental Factors (Both Levels): Stand and maneuver for long periods; bend at the waist and knees; lift heavy objects (up to 70 pounds) with and without assistance (objects are sometimes elevated from the floor level to above the shoulders); reach, grasp, pull, push equipment across various types of surfaces; manipulate small objects; stoop and crouch; climb ladders; regularly work with or around hazardous materials (may include pesticides, degreasing cleansers, etc.); common exposure to allergens; come in contact with oil or grease; and work around loud noise.

TYPICAL EQUIPMENT USED (MAY INCLUDE, BUT NOT LIMITED TO)
Equipment associated with the mechanics/auto laboratories curriculum.