

Laboratory Equipment Technician II

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt		PEU Local One	56	12/14/06	Classified	1 of 2

DEFINITION: To maintain, install, and repair electrical mechanical equipment in the refrigeration, small engine, welding, construction technology, and engineering materials laboratories; to serve as a technical assistant to students and teachers; and to maintain inventory and coordinate tool-room operation.

DISTINGUISHING CHARACTERISTICS: The **Laboratory Equipment Technician I** is the entry- level class in the Laboratory Equipment Technician series and positions within this class are considered to be in a training status. Work at this level is distinguished from that of the Laboratory Technician II in that the duties are of a standard and prescribed nature and are less complex than those assigned to the Laboratory Equipment Technician II classification. As experience is acquired, the employee performs with increasing responsibility.

The **Laboratory Equipment Technician II** is the journey level class in the Laboratory Equipment Technician series. Positions in this class are flexibly- staffed and are normally filled by advancement from the lower class of Laboratory Equipment Technician I, or, when filled from the outside, require prior technical maintenance work experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualifications standards for the class.

Positions assigned to the **Laboratory Equipment Technician II** class may be distinguished from those allocated to the lower level of Laboratory Equipment Technician I by the higher level of applied knowledge and skill which is expected, and by the staff assistance to higher level supervisory levels which is required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- In collaboration with faculty, arrange and assist with laboratory assignments/teaching aids, exercises and exams. Provide technical support when needed to students and faculty.
- Coordinate, maintain, and inspect, test and repair equipment in all vocational areas such as power shears, drill press, oxyacetylene manifold system, welding machines, engine lathes and related regulating devices.
- Collaborate with Voc Tech faculty to provide appointments for written estimates to customers prior to initiating repairs, obtain release of liability forms, accept and release all equipment left for repair, accept and account for payments and deposit all monies with the business office.
- Design and maintain inventory control systems and order tools and supplies such as welding gas supplies, scrap plate, construction materials and machining metals; maintain records of supplies used.
- Maintain safety and general cleanliness in assigned areas including signage and assisting maintenance personnel.
- Implements and maintain departmental policies and procedures to comply with federal, state and local hazardous materials, health and safety, hazardous waste regulations in addition to the District Environmental Health and Safety policies.
- Monitor and control expenditures through the District's on-line computing system to ensure compliance within established budget. In collaboration with faculty: submit purchase orders, complete budget transfers and journal entries, prepare cost estimates for budget recommendation, and submit justifications for budget items.
- Recruit, train, supervise and evaluate student employees.



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- Safely operate equipment and vehicles including delivery truck, dump truck and forklift.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Operation and maintenance of such equipment used in the vocational department. Single and three phase power; AC/DC circuits and numerical control equipment; Proper use of hand tools used in the instruction areas named above; Safety precautions pertaining to the maintenance of electrical/mechanical equipment; Theory and techniques of electrical and mechanical equipment maintenance; Hand tools and supply cataloging; proper methods and procedures of inventory control; Grading of steel, iron and other metals; Basic accounting and purchasing principles; General office computer system operation; Principles and practices of supervision and training; Operation and maintenance of equipment and tools required for the welding, engine, appliance, and electricity technology programs; Policies and procedures regarding laboratory and related facilities and systems.

Ability To: Use, repair, and maintain such equipment as welding equipment, lathes, milling machines, drill presses, grinders, shapers, power shears, and sheet metal brakes. Use electrical test equipment; Maintain records; Read and interpret electrical schematics; Establish and maintain cooperative work relationships with those contacted in the performance of required duties; Troubleshoot and maintain assigned equipment; Maintain an inventory of necessary supplies and order replenishments; monitor the budget; Lift 50lbs.

Education/Training: Equivalent to completion of the twelfth grade, supplemented by college level course work in a machine technology program.

Experience: Three years of experience in the operation, repair, and maintenance of small engines or mechanical and power metal shop equipment.

License/Certification: Possess a California driver's license.

Desirable Qualifications: Possess Class B driver's license with airbrake endorsements.

Actions: Newly created classification adopted by the Governing Board on 06/27/01. Revised effective 12/14/06