



VOCATIONAL EQUIPMENT TECHNICIAN

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	56	07/01/2017	Classified	1 of 2

DEFINITION

To perform work involving the maintenance, installation and repair of assigned vocational department equipment and/or facilities; to serve as a technical assistant to students and faculty; and to maintain inventory and coordinate laboratory operation.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- Provides training and direction to student assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Collaborates with faculty to arrange and assist with laboratory assignments/teaching aids, exercises and exams.
- Provides technical support when needed to students and faculty.
- Coordinates, maintains, inspects, tests, and repairs laboratory equipment for assigned department(s).
- Designs and maintains inventory control systems and orders tools and supplies; maintains records of supplies used.
- Ensures safety and maintains general cleanliness in assigned areas including signage and assisting maintenance personnel.
- Implements and maintains departmental health and safety policies and procedures to comply with District, federal, state and local health and safety and hazardous waste regulations.
- Monitors and controls expenditures through the District’s online system to ensure compliance within established budget.
- Collaborates with faculty to submit purchase orders, complete budget transfers and journal entries, prepare cost estimates for budget recommendation, and submit justifications for budget items.
- Recruits, trains, supervises and evaluates student assistants.
- Safely operates laboratory equipment.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Theory and techniques of operation and maintenance of department equipment and tools.
- Equipment, materials and supplies used in assigned department.
- Vendors and suppliers of equipment for assigned department.
- Safe work practices, safe operation of equipment and safety precautions for the maintenance of equipment.

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- Methods and procedures of inventory control to order and stock parts.
- Basic record-keeping and purchasing principles.
- Basic mathematical principles.
- Modern software applications (Microsoft Office Suite, etc.).
- Principles and practices of supervision and training.
- Policies and procedures regarding laboratory and related facilities and systems.

Skill/Ability to:

- Use, repair and maintain laboratory equipment, tools and machines for assigned department(s).
- Serve students, staff and colleagues in a helpful, empathetic, professional manner.
- Read and interpret electrical schematics.
- Troubleshoot and maintain assigned equipment.
- Maintain records and inventory of necessary supplies and order replenishments.
- Perform heavy physical labor; lift and move equipment.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Three (3) years of experience performing equipment operation, repair and maintenance in areas relevant to assigned department.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent, supplemented by college level coursework in relevant equipment technology program.
- Possession of, or ability to acquire, a Class B driver’s license with airbrake endorsements.

Adopted: 07/01/17