

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Instructional Laboratory Technician II,
Construction Technology

Department: Construction Technology

Location: San Jose City College

Date: January 26, 2022

POSITION PURPOSE

Performs support services for a variety of instructional programs in Construction Technology by providing materials, supplies, equipment and related logistical support to lecture, laboratory and other instructional activities; prepares materials, supplies and equipment using special methods and procedures related to the discipline. Responsibilities may include providing technical and functional direction to other instructional Laboratory Technician I positions or student assistants. Direction or general supervision is provided by academic management personnel. Technical and functional work direction may also be provided by instructional or higher level classified personnel.

KEY DUTIES AND RESPONSIBILITIES:

1. Maintain and assure the security of the assigned instructional laboratory and related areas.
2. Dispense and retrieve laboratory equipment, tools, materials and reusable supplies.
3. Prepare, transport, set up and take down materials and equipment used in instructional laboratory demonstrations.
4. Discuss future laboratory activities and scheduled events with instructors; prepare laboratory facilities and assemble supplies.
5. Demonstrate to students the proper and safe operation of assigned portable and fixed construction lab equipment.
6. Maintain stock levels and inventories of necessary supplies and equipment; reorder, pick up and deliver as authorized.
7. Perform basic information activities in determining pricing, availability, and specifications of necessary supplies.
8. Obtain and maintain Material Safety Data sheets.
9. Ensure safe handling, storage and proper labeling of materials and waste which may include performing any departmental inspections as required by regulatory agencies.
10. Clean and maintain tools and equipment and ensure their safekeeping; clean and provide for general maintenance of the laboratory and shop areas at conclusion of scheduled activities; troubleshoot equipment problems.
11. Perform preventive maintenance on equipment, calibrate and make minor repairs; report need for major repairs or place service calls as authorized.
12. Under direction of instructor, monitor students for proper and safe methods and procedures in laboratory equipment operation and materials handling.
13. Perform a variety of miscellaneous office work such as preparing purchase requisitions, answering phone calls, scheduling appointments, photocopying and distributing mails.
14. Maintain program related records, files, inventories and reports.

15. Perform general information regarding assigned program to participants, potential participants, and other interested parties.
16. Order, pick up, deliver, and set up audio-visual equipment needed to conduct laboratory presentations.
17. Organize shop instructional materials and equipment.
18. May operate forklift as necessary to move materials for instructional use.
19. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Basic procedures and practices of maintaining a construction shop tool room and storage area.
2. Tools, equipment, materials and supplies which are used in an automotive facility and their proper and safe handling.
3. Supply and inventory procedures for the effective maintenance of stock levels.
4. Operation and safe use of forklift.
5. Modern office practices and procedures including filing and the operation of office equipment including computers.

Skills and Ability to:

1. Observe safety precautions when using hazardous equipment, materials and supplies.
2. Apply language skills to read and comprehend simple instructions, short correspondence, and memos.
3. Write simple correspondence; and effectively present information in one-on-one and small group situations to other employees or students.
4. Apply mathematical skills to calculate numbers, fractions, and decimals; perform mathematical operations using units of American money and weight measurement, volume, and distance.
5. Utilize reasoning skills to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions and deal with problems involving a few concrete variables in standardized situations.
6. Effectively communicate and interact with persons of diverse backgrounds and abilities.
7. Establish and maintain cooperative working relationships with those contacted in the course of work.
8. Lift and move up to 50 pounds.

Experience and Education:

1. Associate's degree or equivalent from a two-year college or technical school; OR six months to one year of related experience and/or training.

2. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of groups historically underrepresented, and groups who may have experienced discrimination;
3. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills

Licenses and Certificates:

1. Possession of a valid Class C California Driver's License

Board Approved: format conversion

Salary Range: 66

EEO Category: 2B3 – Technical/Paraprofessional