



## **TOOL ROOM/SHOP TECHNICIAN**

### **BASIC FUNCTION**

Under the direction of an assigned supervisor, the Tool Room/Shop Technician maintains proper inventory; controls, cleans, services, repairs, and secures; demonstrates the proper use; and monitors and assists students with the proper and safe operation of a variety of tools and equipment used in automotive and other trade technology. The Tool Room/Shop Technician maintains the automotive shop facilities in a clean, safe, orderly, and secure manner.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in this classification perform the full range of duties involved in demonstrating and assisting students in the proper and safe use of tools and equipment, ensuring there is adequate inventory of well-maintained instructional equipment.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.*

1. Maintain inventory and control of tools, equipment, and machinery used in automotive technology and other trade shop areas. Evaluate student tool and equipment needs and order new tools and equipment as appropriate.
2. Clean, repair and replace tools and equipment as necessary.
3. Issue tools and equipment and demonstrate and assist students with the use of tools, equipment, and machinery used in the classroom laboratories.
4. Develop, implement, and maintain a preventative maintenance schedule for tools, equipment and machinery including component testing and replacement as needed. Inspect, clean, maintain, diagnose, and repair tools and equipment including engines, motors, cords, lubrication, filters, and other mechanical components and systems.

5. Maintain shop areas, tool room, and equipment in a safe, clean, and orderly manner. Clean, maintain, strip, wax, paint, polish, and otherwise ensure floors and other surfaces in the shop area are safe and suitable for instruction.
6. Operate equipment and tools to prepare, use, and maintain instructional technology areas and shop.
7. Maintain reports and logs, inventories, and maintenance and service records. Ensure adequate parts, materials, supplies, and equipment are ordered and/or stocked.
8. Train, monitor, and provide guidance to others as assigned.
9. Perform job-related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

- Methods, practices, processes, and materials used to perform trade shop work.
- The operation and maintenance of equipment and tools used in an automotive shop.
- Basic college-level subject matter taught in automotive technology area.
- Inventory management methods and practices.
- Operation of tools and equipment and use of personal protective equipment.

### **Skills and Abilities To:**

- Perform shop tool and equipment maintenance and repair according to established procedures and standards.
- Maintain a system of inventory control and loss prevention.
- Read and understand manuals and other technical documents.
- Gather, report, and maintain routine records.
- Work cooperatively with others.
- Understand and follow written and oral directions.
- Work independently with minimal supervision.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

### **Education and Experience:**

High school graduation or equivalent and one (1) year of experience in the control, maintenance, and use of related trade craft tools and equipment.

### **Certificates, Licenses, Special Requirements:**

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Classification: Tool Room/Shop Technician / Range: 14 / FLSA Status: non-exempt

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## **Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

## **WORKING CONDITIONS**

### **Work Environment:**

Indoors in an instructional shop environment. Exposure to fumes, chemicals, dust, dirt, and other contaminants occurs occasionally. Exposure to elevated noise levels when operating equipment and power tools.

### **Physical Demands:**

Work is performed primarily while standing, sitting, or walking; reaching and stretching with the arms; and grasping, holding, reaching, and twisting with the hands. Lifting, moving, and carrying up to 50 pounds. Stooping, bending, kneeling, and reaching occurs regularly.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

### **Mental Demands:**

Handling stress created by working with faculty, staff, and students in a fast paced and demanding environment. Problem solving.