Board Approved August 5, 2015
FLSA: NON-EXEMPT

EQUIPMENT TECHNICIAN

DEFINITION

Under general supervision, performs technical and complex repair, maintenance, and modification work on a wide variety of instructional equipment; provides instructional support services for faculty and students of assigned program; prepares and sets up laboratory exercises, demonstrations, and instructional materials, equipment, and supplies; assists students and faculty in the use and operation of equipment and materials related to assigned program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dean, Technology and Health. Exercises technical and functional direction over and provide training to student workers.

CLASS CHARACTERISTICS

This is the journey-level in the equipment instructional support class series that is responsible for performing technical and complex repair, maintenance, and modification work, as well as conducting a variety of instructional support activities to ensure student learning. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from the Equipment Assistant by the performance of the more complex and technical maintenance, repair, and modification work requiring additional training and/or experience.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Designs, builds, and maintains specialized and technical laboratory projects, exercises, demonstrations, and instructional materials; monitors laboratory environment; organizes, arranges, stocks, and distributes materials, equipment, and supplies; fabricates lab stations for classes.
2. Maintains, repairs and troubleshoots broken machines, equipment, instruments, and tools, including computers, electronic and mechanical equipment, patient simulators, automated systems, engines, and other equipment pertaining to assigned program; ensures that all equipment, instruments, tools, and machines are in safe and operational condition.
3. Checks tools and equipment in and out and issues to students; monitors, receives, stores, and maintains adequate inventory levels of tools, instruments, and equipment.
4. Provides instructional support services for the assigned program; assists in instructional demonstrations of procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, tools, machinery, and equipment.
5. Works with faculty to ensure class agendas are met; proctors and processes industry exams as needed.
6. Maintains accurate logs, reports, and records of work performed and materials and equipment used.
7. Determines price and availability of parts and supplies from vendors and prepares requisitions; orders supplies, tools, and equipment as needed; maintains records of purchases; monitors budget and expenditures for assigned program.
8. Trains and provides work direction and guidance to assigned student workers and staff; prepares work schedules, assigns duties and reviews work for accuracy, completeness, and compliance with established standards and procedures; ensures student and staff understanding of safety practices and procedures.

9. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
10. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the assigned program.
2. General methods and procedures for preparing course materials and laboratory exercises and demonstrations used in assigned program courses.
3. Set-up, operation, demonstration, and maintenance of various tools, equipment, instruments, and machinery used in assigned program.
4. Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of equipment, tools, systems, instruments, and machinery.
5. Basic principles and practices of budget administration and accountability, inventory, and purchasing.
6. Methods, practices, and techniques of student learning and instruction.
7. Modern office practices, methods, and computer equipment and applications related to the work.
8. Record keeping principles and procedures.
9. English usage, spelling, vocabulary, grammar, and punctuation.
10. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

1. Explain principles, practices, procedures, methods, materials, tools, terminology, and equipment related to assigned program.
2. Assist students and faculty in the use and operation of equipment, instruments, tools, machinery, and materials.
3. Engage students in positive learning in a laboratory or other learning environments.
4. Demonstrate proper use and maintenance of equipment, materials, and supplies used in assigned programs.
5. Read, interpret, and apply a wide variety of technical information from manuals, specifications, blueprints, and schematics.
6. Interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
7. Maintain tools and equipment in a clean working condition providing for proper security.
8. Plan, schedule, assign, and oversee activities of assigned staff.
9. Inspect the work of others and maintain established quality control standards.
10. Train others in proper and safe work procedures.
11. Estimate and order required supplies and equipment.
12. Establish and maintain a filing, record keeping, and tracking systems.
13. Organize own work, set priorities, and meet critical time deadlines.
14. Operate modern office equipment including computer equipment and software applications programs.
15. Use English effectively to communicate in person, over the telephone, and in writing.
16. Understand scope of authority in making independent decisions.
17. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
18. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from a regionally accredited college or Industry recognized certifications in electronics, computer science, building automation, aeronautics, or a related field and four (4) years of experience in electrical, mechanical, or related maintenance and repair work.

Licenses and Certifications:

- If assigned to Air Conditioning and Refrigeration, possession of, or ability to obtain, a valid Environmental Protection Agency (EPA) Technician Universal Certification.

PHYSICAL DEMANDS

Must possess mobility to work in a laboratory/classroom environment and in the field; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied tools, instruments, equipment, and machinery; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking and standing in operational areas to perform work and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in a laboratory/classroom and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, dust, fumes, and allergens, hazardous physical substances, mechanical and electrical hazards, and moving equipment and machinery. Incumbents may interact with staff and/or students in interpreting and enforcing departmental policies and procedures.