

Position Description
Laboratory Technician - Welding
Department: GSI - Aircraft

POSITION PURPOSE

The Laboratory Technician - Welding provides instructional support services for faculty and students in the proper use and operation of equipment and materials for the Welding program, tutors students and/or assist in directing their experiences, and assists in the preparation of instructional materials for the Welding program.

NATURE AND SCOPE

The Laboratory Technician - Welding is responsible for assisting the students and faculty as needed, maintaining laboratory and equipment, and ensuring laboratory is well managed. Other decisions, such as approving budget expenditures, supervising student workers' schedules, and developing new laboratory courses, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Assists faculty and students in setting up and/or safely operating a variety of equipment.
2. Cleans and adjusts equipment such as torches and electrode holder and makes minor repairs.
3. Orders and replaces broken parts; purchases miscellaneous hardware items.
4. Ensures proper use of labs by monitoring activities according to established rules and policies.
5. Receives and maintains equipment and supplies; keeping order and securing welding shop.
7. Aids other campus departments as necessary.
8. Assists with inventory, bids and other budgetary matters as requested.
9. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Knowledge of District policies and procedures
Subject matter of all Welding program courses
Equipment, materials, supplies and related items used in all welding and cutting courses
Electric arc, MIG, TIG and gas welding rods
Understanding of budgets and revenue control

EMPLOYMENT STANDARDS (cont'd.)

Skills and Abilities:

Demonstrate or indicate the proper use of all equipment, materials, supplies and related items used in Welding program courses

Prepare or assist in preparing instructional materials used in welding

Operate a forklift and other heavy equipment

Excellent interpersonal skills

Excellent written and oral communication

Ability to work independently

Management, organizational and supervisory skills

Education and Experience:

Industrial experience related to tools and machinery; welding maintenance and repair

2 years directly related experience; journeyman welder

Working Conditions:

Exposure to hazardous and potentially hazardous fumes and particles from welding activities

Working with electricity; electric arc welding

Ability to lift up to 70 lbs.