

Job Description	
<b>Title:</b>	Laboratory Technician - Aircraft Maintenance
<b>Unit:</b>	CSEA 262
<b>Range:</b>	79
<b>Synopsis:</b>	New Position
<b>Rationale:</b>	This position is crucial to the Aircraft Maintenance Program. It will maintain equipment and control the inventory of College equipment and tools.
<b>Incumbent:</b>	Vacant

## **LABORATORY TECHNICIAN – AIRCRAFT MAINTENANCE**

### **DEFINITION**

Under general supervision, provides instructional support services for faculty and students of the Aircraft Maintenance 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 Aircraft Maintenance.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the assigned managerial personnel. Exercises no direct supervision of staff. Provides technical and functional direction and training to employees.

### **CLASS CHARACTERISTICS**

This is a journey-level classification responsible for conducting a variety of instructional support activities to ensure student learning. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment 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 assigned area of responsibility.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Prepares and sets up laboratory exercises, demonstrations, and instructional materials; monitors laboratory environment; organizes, arranges, stocks, and distributes materials, equipment, and supplies.
2. Troubleshoots and repairs broken machines and maintains equipment; ensures that all equipment and machines are in safe and operational condition.
3. Designs and fabricates components for the laboratory, including tables, frames, and fixtures.
4. Processes and cuts aluminum and steel sheets as necessary for students' use.
5. Assembles project kits for various student projects and works with faculty to ensure class agendas are met.
6. Provides instructional support services for the program; assists in instructional demonstrations of typical Airframe and Powerplant Technician procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, tools, machinery, and equipment.
7. Maintains accurate logs, reports, and records of work performed and materials and equipment used.
8. Monitors, estimates, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment as directed.

9. Safely acquires and distributes, and disposes of various solvents, paints, adhesives, resins, fuels, engine oil, and other hazardous materials for student use.
10. Ensures tools and equipment are checked out and in, complete and functional, and reports any broken or unsafe items.
11. Shut down, lock up, and secure tool crib at end of each lab period.
12. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
13. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
14. Supports and abides by federal, state, local policies, Board policies, and Administrative procedures.
15. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
16. Prepares and delivers oral presentations related to assigned areas as required.
17. Performs other related or preceding classification duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the Aircraft Maintenance Program.
3. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
4. General methods and procedures for preparing course materials and laboratory exercises and demonstrations used in Aircraft Maintenance courses.
5. Set-up, operation, demonstration, troubleshoot, repair, and maintenance of various tools and equipment used in Aircraft Maintenance work.
6. Methods, practices, and techniques of student learning and instruction.
7. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
8. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
9. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

### **Skills & Abilities to:**

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.

3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Explain principles, practices, procedures, methods, materials, tools, terminology, and equipment related to the Aircraft Maintenance program.
5. Create an engaging and positive learning experience in the laboratory environment.
6. Read, interpret, and apply a wide variety of technical information from manuals, specifications, blueprints, and schematics.
7. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
8. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
9. Communicate effectively through various modalities.
10. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
11. Establish and maintain a variety of filing, record-keeping, and tracking systems.
12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understands scope of authority in making independent decisions.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### **Education and Experience:**

1. A Federal Aviation Administration (FAA) Airframe and Powerplant certificate; or
2. Equivalent to an associate's degree from a regionally or nationally accredited college in Aircraft Maintenance or related field; and
3. One (1) full-time equivalent year of experience working in a technical environment.

#### **Desirable Qualifications:**

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

#### **Licenses and Certifications:**

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

#### **PHYSICAL DEMANDS**

Must possess mobility to work in a laboratory/classroom environment and in the field; strength and stamina to perform medium-to-heavy physical work, to operate various welding and fabrication tools, 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. Incumbents 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.