

MT. SAN ANTONIO COLLEGE**Human Resources****REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS******This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Equipment Assistant -- HVACDepartment: Air Conditioning and Welding TechnologyTime (FTE): 47.5 Term (months/year): 12Work Schedule (Days, Hours): Monday - Thursday eveningsSalary Schedule (Range): Classified Range 81Background and Rationale (use back of form if additional space is needed): The selected candidate will provide support to students and faculty duringevening Air Conditioning, Building Automation, and Refrigeration courses.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _____

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 11000-353510-211000-094600-2100 100 % Amount \$ 32,429

Account Number(s): _____ % Amount \$ _____

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:Sarah.Plesetz Digitally signed by Sarah.Plesetz
Date: 2022.07.14 13:51:00 -07'00'

1. Requesting Manager Signature

Date

Kelly Fowler Digitally signed by Kelly Fowler
Date: 2022.07.20 08:31:51 -07'00'

2. Division Vice President Signature

Date

Boo Boice08/02/22

3. Chief Compliance/Budget Officer Signature

Date

Tika Davis-Harris

4. Human Resources Signature

8/10/22

Date

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5. Vice President, Human Resources

8/11/2022

Date

☒ Funding available ☐ Funding not available Position Number: CA9594 Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

William J. Srogan

6. Signature of President/CEO

8.7.22

Date

EQUIPMENT ASSISTANT

DEFINITION

Under direct supervision, assists in providing 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; assists in performing repair, maintenance, and modification work on equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Dean, Technology and Health. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is the entry-level in the equipment instructional support class series that is responsible for assisting in conducting a variety of instructional support activities to ensure student learning. Initially under close supervision, incumbents with basic maintenance and repair experience, learn a wide variety of program equipment, instruments, tools, and machinery.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Checks tools and equipment in and out and issues to students; monitors, receives, stores, and maintains adequate inventory levels of tools, instruments, and equipment.
- Assists in providing 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.
- Assists in building and maintaining specialized and technical laboratory projects, exercises, demonstrations, and instructional materials; monitors laboratory environment; organizes, arranges, stocks, and distributes materials, equipment, and supplies; assists in fabricating lab stations for classes.
- 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.
- Maintains accurate logs, reports, and records of work performed and materials and equipment used.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology, techniques, equipment, and materials related to the assigned program.
- Set-up, operation, demonstration, and maintenance of various tools, equipment, instruments, and machinery used in assigned program.
- Principles, practices, methods, materials, and tools used in maintenance and repair of equipment, tools, systems, instruments, and machinery.
- Basic methods, practices, and techniques of student learning and instruction.

- Modern office practices, methods, and computer equipment and applications related to the work.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- 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:

- Learn and explain principles, practices, procedures, methods, materials, tools, terminology, and equipment related to assigned program.
- Learn and apply general methods and procedures for preparing course materials and laboratory exercises and demonstrations used in assigned program courses.
- Assist students and faculty in the use and operation of equipment, instruments, tools, machinery, and materials.
- Create an engaging positive learning environment.
- Demonstrate proper use and maintenance of equipment, materials, and supplies used in assigned programs.
- Read, interpret, and apply technical information from manuals, specifications, blueprints, and schematics.
- Learn, interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Maintain tools and equipment in a clean working condition providing for proper security.
- Establish and maintain filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- 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 in electronics, computer science, building automation, aeronautics, or a related field, and one (1) year 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. 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.