

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: Laboratory Technician - WeldingDepartment: Air Conditioning and WeldingTime (FTE): 0.475 ~~47.5~~ Term (months/year): 12Work Schedule (Days, Hours): Mon - Thurs 3:15 p.m. - 8:00 p.m.Salary Schedule (Range): A-79

Background and Rationale (use back of form if additional space is needed): The evening Welding Program serves students Monday-Friday in order to offer as many sections as possible. Machines, tools, and other shop equipment are used more frequently as a result. An evening Laboratory Technician would help to ensure that all shop items are maintained and repaired in a timely manner.

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 353520 251000 095650 2100100 % Amount \$ 35,887

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: 2023.10.05 16:52:28 -07'00'

1. Requesting Manager Signature

Date _____

Kelly Fowler Digitally signed by Kelly Fowler
Date: 2023.11.22 14:46:34 -08'00'

2. Division Vice President Signature

Date _____

Boss Boice11/27/23

3. Chief Compliance/Budget Officer Signature

Date _____

Sara Davis-Harris
4. Human Resources Signature

Date _____

Schubert
5. Vice President, Human Resources12/01/23

Date _____

☒ Funding available ☐ Funding not available Position Number: CA9349 Contract Number: 223120

Comments: _____

Reviewed by President's Cabinet. the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: _____

Rationale: _____

Martha Stone
6. Signature of President/CEODecember 5, 2023

Date _____

EZ Salary Projection FY 2023-24 (Less than 50% FTE)

FTE less than 50%	
Description	Input
Select employee group	UA
Enter salary range	79
Enter months of employment	12
Enter FTE percentage	47.50%
Total Annual Cost (Salary and Benefits)	\$35,887

For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 11.21.23 (included 4.11% in CSEA 262, Confidential and CSEA 651)

LABORATORY TECHNICIAN – WELDING

DEFINITION

Under general supervision, provides instructional support services for faculty and students of the Welding 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 welding.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dean, Technology and Health. Exercises no direct supervision of staff. Provides technical and functional direction and training to student workers.

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 assigned area of responsibility. This classification is distinguished from other laboratory technicians by having subject matter expertise in welding.

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 welding equipment; ensures that all equipment and machines are in safe and operational condition.
3. Designs and fabricates components for the welding laboratory, including tables, frames, fixtures, and welding booths.
4. Processes and cuts metal coupons for student use.
5. Fabricates and processes testing plates for Structural Steel Certification program; prepares plates for destructive testing.
6. Provides instructional support services for the Welding Program; assists in instructional demonstrations of welding procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, tools, machinery, and equipment.
7. Works with faculty to ensure class agendas are met.
8. Maintains accurate logs, reports, and records of work performed and materials and equipment used.
9. Monitors, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment as directed.
10. Networks with steel industries and companies for metal donations.

11. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
12. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
13. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
14. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
15. Prepares and delivers oral presentations related to assigned areas as required.
16. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
17. Performs other related 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 Welding Program.
3. General methods and procedures for preparing course materials and laboratory exercises and demonstrations used in welding courses.
4. Set-up, operation, demonstration, and maintenance of various tools and equipment used in welding and fabrication work.
5. Troubleshoot and determine appropriate action in the maintenance and repair of equipment and machinery.
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. 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 welding program.

5. Assist students and faculty in the use and operation of welding and fabrication equipment and materials.
6. Create an engaging and positive learning in a laboratory or other learning environments.
7. Demonstrate proper use and maintenance of equipment, materials, and supplies used in welding and fabrication work.
8. Read, interpret, and apply a wide variety of technical information from manuals, specifications, blueprints, and schematics.
9. Interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
10. Maintain tools and equipment in a clean working condition providing for proper security.
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:

1. Equivalent to an Associate's degree from a regionally accredited college in welding or a related field; and
2. The ability to demonstrate ability to weld at an acceptable level of welding competence.

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:

None.

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 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. Employees 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

Employees 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. Employees may interact with staff and/or students in interpreting and enforcing departmental policies and procedures.

Amended: 7/2023