



POSITION DESCRIPTION

TITLE: Advanced Technology Center (ATC) Lab Assistant **CATEGORY:** Classified
FLSA STATUS: Non-Exempt **GRADE:** E

JOB SUMMARY: Coordinate the daily operation of the assigned Advanced Technology Center (ATC) laboratory and provide direct tutorial, training, and instructional lab support to students and staff assigned to the program.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:

YEARLY PERCENT OF TIME

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| 1. Provide support to faculty through instructional assistance in the lab and classroom setting; participate in the evaluation and selection of learning materials; participate in the preparation of instructional materials for lectures and labs; and assist the instructor in the evaluation of the student. | 45% |
| 2. Maintain and repair ATC equipment such as but not limited to the following: Dryers, Heat Treatment ovens, Injection Molding Machining, Robots, Computer Numerical Control (CNC) equipment, Grinders, Milling Machines, Motors and Controls, Electronic tools, Electrical tools, Forklift, Welding/Cutting equipment, Tool and Die equipment, Temperature Control Units, Hand and Power Tools, and Fluid Power Equipment, Programmable Logic Controllers (PLCs), and Solar Energy Equipment; and maintain supplies for the respective program. Maintain an inventory system of tools and equipment available in the lab. | 25% |
| 3. Supervise daily operational functions of the ATC lab. Coordinate security and maintenance of ATC lab. | 10% |
| 4. Provide work direction to part-time staff and student workers assigned to the laboratory to include training and evaluation. | 10% |
| 5. Serve as a liaison with the community, businesses, students, etc., to explain the policies and department programs. | 5% |
| 6. Perform other duties as assigned. | 5% |

SUPERVISORY RESPONSIBILITIES: Provide work direction to part-time and work-study personnel assigned to the laboratory.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Associate's Degree or equivalent.

EXPERIENCE: Three (3) years of related experience.

CERTIFICATIONS/LICENSURES: May require certification for tools used in the program.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- The ability to set up, repair, and operate the assigned equipment;
- Must have thorough knowledge/understanding of tool room operations
- Experience providing effective customer service;
- Experience supervising personnel;
- Experience with Manufacturing Software (i.e., Process Simulation, Solids Works, Pro-Engineer, Feature CAM, and LabView).

2. **Equipment Used:** A variety of machinery and equipment used in a manufacturing setting to include, but not limited to, a variety of the following

Dryers	Robots	Pellet Jacks
Heat Treatment Ovens	CNC Equipment	Tool and Die Equipment
Injection Molding Machines	Grinders	Temperature Control Units
Cranes	Hot Stamping Machine	Hand and Power Tools
Loaders	Milling Machines	Presses
Metal Working Machinery	Welding/cutting equipment	Fluid Power Equipment
Motors & Controls	Electronic Tools	Electrical Tools
Forklift	Programmable Logic Controllers	Solar Energy Equipment

3. **Software Used:** A variety of manufacturing, wordprocessing, spreadsheet, internet, and e-mail software, e.g. MoldFlow, RJG Pressure Transducer, Paulsons Interactive, Process Simulation, Windows 98, GroupWise, Netscape, Solid Works, Pro Engineer, and Feature CAM.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance and talk or hear. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and will be exposed to smells. The employee must regularly lift and move up to 10 pounds, frequently lift or move up to 25 pounds and occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

This position requires the ability to communicate with coworkers, supervisors, and other members of the organization to request and transmit information. Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to extreme cold and extreme heat. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually very loud.

POSITION TITLE:	Advanced Technology Center (ATC) Lab Assistant
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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold(non-weather)			X	
Extreme hot (non-weather)			X	
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understood the duties and responsibilities of this position.

X _____
Employee Signature **Date**