



POSITION DESCRIPTION

TITLE: Career and Technical Education Lab Assistant – Transportation Training Center (Tool Crib) **CATEGORY:** Classified
FLSA STATUS: Non-Exempt **GRADE:** D

JOB SUMMARY: Responsible for providing tutorial, training, and instructional lab assistance and support to students, instructors, and laboratory personnel in the lab setting.

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

ESSENTIAL FUNCTIONS:

YEARLY PERCENT OF TIME

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| 1. Assist students with course and laboratory assignments; assist the instructor to demonstrate and review material covered in use of equipment and materials. | 30% |
| 2. Assist in the preparation of setting up lab equipment and supplies necessary to conduct laboratory assignments; ensure laboratory equipment is maintained; troubleshoot and perform routine equipment maintenance and repairs. | 25% |
| 3. Monitor the activities of students and staff to insure a safe learning environment; provide orientation to students in the use of the laboratory, equipment, and supplies. | 25% |
| 4. Develop and maintain an inventory system for instructional materials, equipment, and tools; maintain usage records and monitor material returned. | 10% |
| 5. Issue tools, materials, and equipment to students and instructors; coordinate distribution and retrieval of classroom and lab resources. | 5% |
| 6. Perform other duties as assigned. | 5% |

SUPERVISORY RESPONSIBILITIES: None

ESSENTIAL QUALIFICATIONS:

EDUCATION: Associate's Degree or equivalent

EXPERIENCE: Two (2) years of related experience.

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:

Skills/Abilities:

- Experience troubleshooting and performing routine repair and service on lab equipment;
- Ability to calibrate specialty equipment used in the automotive laboratory;
- Effective customer service skills;
- Effective interpersonal and communication (both oral and written) skills.

Equipment Used: Equipment customary to assigned lab setting. Specialized equipment used in laboratory setting must be operated by someone knowledgeable of equipment.

Software Used: Automotive software ALLDATA and other automotive internet based software. Diesel Mechanic software and other internet based software.

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; sit; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. Talk or hear and taste or smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 or more than 100 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 achieving job objectives.

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 wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually very loud. Also requires mandatory safety shoes, safety glasses and gloves.

POSITION TITLE:	Career and Technical Education Lab Assistant – Transportation Training Center (Tool Crib)
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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	X
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
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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**