



**JULY 2009**  
**FLSA: NON-EXEMPT**

## **VOCATIONAL INSTRUCTIONAL TECHNICIAN TOOL ROOM ATTENDANT**

### **DEFINITION**

Under general supervisor; provide vocational instruction support for the various vocational programs such as welding, auto technology, and machine tool technology; prepare equipment, materials, supplies and training aids for classroom instruction and student laboratory assignments for the assigned program; provide instruction and assist students in the proper use and operation of shop equipment; maintain a clean, safe and orderly learning environment; and perform related duties as assigned. Implement an effective tool control process.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned management or supervisory staff. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This class is responsible for providing assistance to instructors and students to reinforce classroom lessons and to assist them in improving in remedial skill areas. The work requires specialized knowledge of subject areas applicable to the area of assignment and the ability to provide support to students in an effective and engaging manner. Responsibilities include providing technical assistance to students in the maintenance and use of equipment in the assigned area, as well as to instructors in areas such as assisting with setup, maintenance and replacement of tool room equipment, record-keeping, and maintaining the assigned area in a safe and efficient working order. This class is distinguished from the Instructional Assistant in that it requires the knowledge of specialized equipment and materials related to the assigned program.

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

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assist instructors in planning for and conducting class session; provide input on class sessions; content and laboratory exercises; prepare training aids for class sessions; demonstrate technique, processes and methods for students; tutor students in small groups or on an individual basis on class session material and demonstrated techniques, processes and methods; answer questions and monitor the work of students in completing homework and lab assignments; provide instruction on the proper and safe use of equipment, tools and materials; issues tools and supplies to students for classroom and laboratory use.
- Prepare equipment, material, tools and supplies required for class sessions and student laboratory assignments; as necessary, inspect, troubleshoot, rebuild, repair, service and/or fabricate items required; refer to manuals, schematics to determine and repair causes of equipment malfunction;

check out and organizes tools required for student and laboratory use; inspect tools for damage and defects; recommend or send items out for repair.

- Operate and demonstrate equipment, such as Air Arc, Plasma Cutting and other equipment and tools for welding or gas lifts, hydraulic presses, brake lathes, wheel balancing equipment, engine bores and other equipment and tools for auto technology; perform basic maintenance to ensure proper operational condition.
- Supervise work study students assigned to the program; coordinate and assign work; monitor and provide instruction on safe work practices and procedures; provide performance feedback.
- Prepare requisitions and place orders to maintain an inventory of shop equipment, tools, materials and supplies; pick up ordered items from vendors when necessary; maintain security of lab equipment, materials and facilities; open and close shop.
- Maintain computer, systems and software applicable to the program; perform general administrative and clerical duties in support of program activities, including; forecasting and monitoring expenditures, tracking budget accounts, and maintaining fiscal records; maintaining purchasing and inventory records; preparing and submitting time cards for student workers; maintaining program-specific database.
- Assist in maintaining a safe, clean and orderly learning environment to ensure the health and safety of instructors, students, work study assistants and staff; maintain, inspect repairs and clean shop facilities and equipment or arranges for their repair and/or replacement; ensure proper storage and handling of hazardous materials.
- Recommend the major repair of demonstration welding equipment and parts and shop equipment by outside vendors.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods, techniques, parts, tools and materials used in the assigned department.
- Operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the trade.
- Properties of vehicle lubrication systems, including oils and grease used in servicing and maintaining vehicles and equipment.
- Safe work methods and safety regulations pertaining to the work.
- Shop mathematics.
- Welding properties of various metals and alloys.
- Federal, state and local laws and regulations pertaining to the handling and disposal of hazardous materials and clean air requirements.
- Administrative practices, including purchasing and record keeping.

### **Ability to:**

- Diagnose and repair a wide variety of diesel and gasoline-powered vehicles and related equipment.
- Demonstrate work processes, methods and techniques to students clearly and effectively.
- Operate and maintain a wide variety of hand power and shop tools and equipment used in the work.
- Follow, demonstrate and enforce safe work practices, safety precautions and safety policies and procedures when working with students and student workers.
- Estimate necessary materials and equipment to complete assignments.
- Read and interpret manuals, specifications and drawings applicable to the work.
- Use shop mathematics to make calculations.
- Organize, set priorities and exercise sound judgment with areas of responsibility.
- Organize and maintain records and files.

- Communicate clearly and effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
- Establish and maintain effective working relationships with instructors, faculty, staff, vendors, students, the public and others encountered in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and two years of journey-level experience in the appropriate discipline; or an equivalent combination of training and experience. An Associate's degree is highly desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This classification primarily works indoors and requires frequent standing in and walking between work areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and shelve materials. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate to frequently loud noise levels, controlled temperature conditions, and some direct exposure to hazardous physical and/or chemical substances and materials. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.