



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

AUTOMOTIVE TECHNICIAN

A Classified Position

[Grade 26 – Salary Schedule 60](#)

A. General Statement

The Automotive Technician performs technical work involving the operation, scheduling, delivery, inventory, storage, maintenance, and repair of instructional automotive technology equipment, including organizing, coordinating, and maintaining the automotive program inventory. Under general direction, the employee performs a variety of preparatory work and planning, supervises students in the lab, tutors students, and assists students with registration, class selection, and referrals to other campus services. The position includes responsibility for constructing component demonstration models, maintaining a reference library, conducting inventories of supplies and materials, overseeing subcontractors, stocking materials, overseeing hazardous waste storage and disposal, maintaining and repairing the automobile fleet and other equipment used by students in the classrooms and laboratories, and conducting outreach activities to recruit students into the program. Public contact is extensive, primarily involving faculty and students for the purpose of providing safety and procedural information concerning automotive operations and supplies. A moderate to high degree of independent judgment and creativity is required to apply safety and other policies and procedures related to laboratory equipment and other supplies, and to resolve frequent minor and occasional major problems that arise. Consequences of errors in judgment could be costly in student and employee safety, employee time and money; however, clearly prescribed procedures and other controls limit the risk of serious errors. An Automotive Technician can direct the work of student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with faculty, students, staff, vendors, other educational institutions and organizations concerning Automotive program operations, inventory, safety issues, equipment and supplies
2. Confers with and provides support to faculty regarding development and modification of curriculum and laboratory teaching materials, laboratory and classroom set-ups, student safety, planned instructional and other laboratory activities
3. Attends meetings, workshops and other events to obtain current automotive-related information and resources
4. Directs and participates in preparing demonstrations and presentations to students

5. Sets up, schedules, and coordinates the use of laboratory and demonstration equipment
6. Conducts inventories of supplies, including tools, consumables, and service teams
7. Oversees subcontractors, vendors, and suppliers in laboratory and classroom settings
8. Stocks automotive materials and orders supplies, tools, consumables, service items, automotive parts, diagnostic equipment, and peripherals
9. Oversees hazardous waste storage and disposal, as well as the collection and storage of hazardous materials (i.e. gasoline, transmission fluid, brake fluid, lubricants, etc.) according to OSHA and San Mateo County standards
10. Sets up and maintains online and manual files and records of waste disposal and updates for MSDS materials
11. Performs bookkeeping for various accounts, including those for smog updates and other department accounts, accounts receivable, accounts payable, and the Automotive Technician Club, which includes processing transfers, daily deposits, petty cash, and donations
12. Maintains a department fleet of approximately 100 automobiles by mounting tires, repairing tires, servicing and replacing batteries, changing oil, replacing worn or broken components, and removing accessories
13. Dismantles automobiles no longer in use by removing engines, drive trains, transmissions, seats, carpets, headliners, glass, electrical wiring and components, and body panels and properly disposes of parts and pieces
14. Maintains equipment used in laboratories and classrooms
15. Calibrates and tests equipment, such as BAR 97 smog machines, gas analyzers, dynamometers, precision measurement equipment, welding equipment (MIG and 02/Acetylene), hot tank, solvent tank, bead blasting equipment, air compressor, break washers, lift equipment (twin post and single post hydraulic, and wheel contact air operated lifts)
16. Orders parts, accessories, and equipment as needed
17. Uses a variety of computer software to track expenditures, preventative maintenance and other usage schedules and logs, resources, vendor lists, and other data
18. Compiles data for, and prepares special and regular reports as assigned
19. Participates in college outreach programs for the purpose of recruiting new students into the program
20. Performs other duties as assigned

C. Requirements

1. An Associate degree preferably in automotive technology
2. Successful work experience, including a minimum of four years in automotive service and repair
3. Demonstrated knowledge of applicable regulatory and other safety policies and procedures
4. Demonstrated skill in respectful and sensitive communication with people of diverse cultures, language groups and abilities
5. Demonstrated skill in written and oral communication, including public speaking
6. Experience with the organization and maintenance of electronic and manual files, inventories, and records
7. Possession of a valid California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle on campus and to off-campus locations
8. Experience with the use of a variety of computer software to compose and prepare spreadsheets, reports, presentations, databases, and other written materials

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires visual comparison and acuity; manual dexterity; heavy lifting; oral communication to small and large groups; attention to detail; bending, stooping, pulling, pushing, reaching overhead,

moving objects of moderate weight, kneeling; exposure to chemicals, dust, odors and fumes; active listening; directive communication; flexibility, adaptability; tact; and good memory in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of technical laboratory operational procedures, equipment, materials, and supplies related to automotive technology
2. Knowledge of required laboratory policies, procedures and regulations related to automotive occupational safety, cleanliness and sanitation
3. Knowledge of State regulations regarding hazardous waste
4. Skill in use of the Microsoft Office Suite and service writing software in order to track, format, and report detailed data and customer work orders
5. Skill in respectful, tactful and sensitive interaction with people who are diverse in their cultures, language groups and abilities
6. Skill in organizing, sorting, categorizing and accurately retrieving a variety of materials, supplies and equipment
7. Skill in oral communication, including public speaking and in giving clear and concise instructions
8. Skill in written communication
9. Skill in training and leading the work of others
10. Skill in organizing data, setting up, tracking and maintaining data in electronic and manual files
11. Skill in working accurately and safely under deadline pressure
12. Skill in scheduling, coordinating, and performing specialized and technical duties to assure efficient operations
13. Skill in welding
14. Ability to coordinate, anticipate, and resolve workload issues and problems
15. Ability to follow detailed oral and written instructions
16. Ability to work effectively as part of a team

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