Long Beach Community College District

Job Title: INSTRUCTIONAL TOOLROOM MAINTENANCE MECHANIC-AUTOBODY

SUMMARY

Under the direction of the assigned Department Head order, issue, receive, inspect, store and maintain instructional tools, equipment, supplies and materials requested by instructors and students in the auto body instructional shop; assist instructors in demonstrating and tutoring in the proper operation and use of tools and equipment; perform minor repairs and maintenance of equipment and tools in safe and proper working condition; maintain a variety of related records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Order, issue, receive, inspect, store and maintain instructional tools, equipment, instructional aids, supplies and materials requested by instructors and students in the auto body instructional shop and maintain an inventory.

Inspect tools and equipment to detect losses, defects, wear or breakage; prepare reports on vandalism to tools and equipment; maintain records of tools, supplies and equipment issued to, and received from, students in an auto body instructional shop.

Maintain and perform minor repairs to parts, tools and equipment; request replacement or repair of major parts, tools, machinery and equipment; recommend repairs needing to be sent to outside vendors; pick up and deliver parts, equipment and supplies as needed; maintain related inventory, time, budget and expenditure records.

Clean, wash, wax, paint and varnish equipment, tools and training aids; perform touchup painting to inside building fixtures and facilities; maintain tool room in a safe, clean and orderly condition.

Schedule, assign and review the work of assigned student assistants; maintain related time and budget records.

Assist in controlling supplies, equipment, tools and instructional aids.

Clean, lubricate, adjust, service and maintain stationary and moving parts in power tools and equipment; replace worn or defective parts; repair or modify training aids, hand tools and equipment.

Perform minor building and facility maintenance and repair including fixing plumbing leaks, lubricating parts and equipment, replacing bulbs and fuses, tightening screws and welding.

Demonstrate and enforce safe work practices, policies and procedures with students; tutor students in safe operation of power equipment and tools and other special duties as assigned. Perform related duties as assigned.
QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Technical and complex tools, equipment, machinery and instructional aids in an auto body instructional shop.
Proper methods and procedures required in the operation, maintenance and repair of automobiles and disposal of hazardous materials.
Health and safety practices and procedures used in the maintenance and repair of tools and equipment in an auto body instructional shop.
Proper methods of storing equipment, materials and supplies.
Inventory methods and practices.
Requirements of maintaining tools, equipment and facilities in good repair.
Basic record-keeping techniques.
Principles of training and providing work direction.
Laws, rules and regulations related to assigned activities.
Proper lifting techniques.

ABILITY TO:
Operate a variety of tools, equipment and machinery in the auto body instructional shop.
Perform general maintenance and repair on assigned shop tools, equipment, fixtures and facilities.
Estimate materials and supply needs.
Order parts and supplies according to established guidelines.
Tutor students in the proper use, operation and safety of complex and technical tools, equipment and machinery.
Maintain work area in a safe, clean and orderly condition.
Train, assign and review the work of assigned student assistants.
Inspect shop facilities for maintenance and repair needs and fire, safety and health hazards.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Add, subtract, multiply and divide quickly and accurately.
Complete work with many interruptions.
Understand and work within scope of authority.
Work independently with little direction.
Perform heavy physical labor.
Maintain records related to work performed.
Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE
Any combination equivalent to: two years increasingly responsible auto body related experience in the operation, maintenance and repair of related tools, equipment and machinery.
CERTIFICATES, LICENSES, REGISTRATIONS
Valid California driver's license and a driving record acceptable to the District for insurance purposes. Ability to secure a forklift operator’s certification within six months of employment.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS
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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to perform lifting, pushing and/or pulling which does not exceed 75 pounds and is an infrequent aspect of the job. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock and occasionally works with a video display terminal. The noise level in the work environment is usually moderate.

Adopted: November 18, 2002
Revised: