CLASS SPECIFICATION  
Vocational Instructional Technician – Sheet Metal

FLSA Status: Nonexempt
EEOC Job Category: Technicians
Union Representation: Represented

GENERAL PURPOSE
Under general supervision; provides vocational instruction support in the sheet metals trades program; prepares equipment, materials, supplies and training aids for classroom instruction and student laboratory assignments; provides instruction and assists students in the proper use and operation of shop equipment; maintains a clean, safe and orderly learning environment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Vocational Instructional Technician – Sheet Metal is responsible for assisting in maintaining and operating the District’s sheet metal shop and supporting the instructional program, including ordering and maintaining an inventory of equipment, tools, supplies and materials and preparing equipment and materials shop for class instruction, demonstrations and student laboratory exercises. The incumbent is responsible for performing a variety of support functions to assist faculty in the general operation of the sheet metal instructional program. The incumbent supervises the work of assigned work study students. Work assigned requires a detailed knowledge of subject areas applicable to the specific trades program and the ability to provide instruction to others in an effective manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs routine to complex and technical sheet metal fabrication and welding duties; designs, measures, lays out, creates and produces sheet metal projects and prototypes for class sessions and laboratory exercises; utilizes/operates computer-controlled machine programming software, establishes parameter settings and controls and troubleshoots a variety of student input problems; operate and demonstrates a wide variety of specialized equipment and tools, including brakes, shears, notchers, bar folders, saws, mig welders, sanders, oxy/acetylene torch, lathe, milling machine, pedestal grinders and polishers, manual and hydraulic rolling, forming, twisting and scrolling equipment, multiple hand tools and standard measurement tools; properly holds tolerances and gauges metals.

2. Assists instructor/s in planning for and conducting class sessions and laboratory exercises; provides input on class session content and laboratory exercises; prepares samples and demonstrates techniques, processes and methods for students; tutors students in small groups or on an individual basis on class/lab session material and demonstrated techniques, processes and methods; answers questions and monitors the work of students in completing lab assignments; provides instruction on
the proper and safe use of equipment, tools and materials; organizes, prepares, sets-up, and break-down students’ labs; issues tools and equipment for student use.

3. Maintains sheet metal fabrication and welding equipment, materials, supplies and training aids required for class sessions and student laboratory assignments; as necessary, inspects, troubleshoots, rebuilds, repairs, services and/or fabricates items required; refers to manuals, schematics, wiring diagrams and uses diagnostic tools to determine and repair causes of machinery, software or other equipment malfunction; inspects tools and equipment for damage and defects; if necessary, contacts service companies to repair or sends out items for repair.

4. Supervises work study students assigned to the program; coordinates and assigns work; monitors and provides instruction on safe work practices and procedures; provides performance feedback.

5. Prepares requisitions and places orders to maintain an inventory of shop equipment, tools, materials and supplies; off-loads materials and machinery upon delivery; picks up ordered items from vendors when necessary; maintains security of lab equipment, materials and facilities; opens and closes shop.

6. Maintains computer, systems and software applicable to the program; performs general administrative and clerical duties in support of program activities, including: forecasting and monitoring expenditures and maintaining fiscal records; maintaining purchasing and inventory records; preparing and submitting time cards for student workers; develops and distributes promotional flyers and mailers; prepares, distributes and explains student and student worker orientation materials.

7. Assists in maintaining a safe, clean and orderly learning environment to ensure the health and safety of instructors, students, work study assistants and staff; maintains, inspects, repairs and cleans shop facilities and equipment or arranges for their repair and/or replacement; ensures proper storage and handling of hazardous materials; as necessary, develops and recommends new and revised shop/laboratory safety policies, processes and procedures.

OTHER DUTIES

1. Attends meetings, training sessions, trade shows and workshops as required.

QUALIFICATIONS

Knowledge of:

1. Advanced sheet metal fabrication and welding processes, methods and techniques.

2. Operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the trade.

3. Safe work methods and safety regulations pertaining to the work.

4. Shop mathematics.

5. Federal, state and local laws and regulations pertaining to the handling and disposal of hazardous materials and clean air requirements.

6. Methods and practices of student instruction and tutoring.
7. Administrative practices and procedures, including purchasing and record keeping.

**Ability to:**

1. Design, measure and produce a wide variety of sheet metal prototypes and projects.
2. Demonstrate work processes, methods and techniques to students clearly and effectively.
3. Operate and maintain a wide variety of hand, power and shop tools and equipment used in the work.
4. Follow, demonstrate and enforce safe work practices, safety precautions and safety policies and procedures when working with students and student workers.
5. Estimate necessary materials and equipment to complete assignments.
6. Read and interpret manuals, specifications and drawings applicable to the work.
7. Use shop mathematics to make calculations.
8. Organize, set priorities and exercise sound judgment within areas of responsibility.
9. Organize and maintain records and files.
10. Communicate clearly and effectively, both orally and in writing.
11. Understand and follow written and oral instructions.
12. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
13. Establish and maintain effective working relationships with instructors, faculty, staff, vendors, students, the public and others encountered in the course of work.

**Education, Training and Experience:**

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 metal shop fabrication and welding experience; or an equivalent combination of training and experience. An Associate's degree in sheet metal fabrication is preferred.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

A valid Fork Lift Operator's certificate.
PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and talk or hear conversations and equipment signal warnings. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District instructors, faculty, staff, students, the public and others encountered in the course of work.

WORK ENVIRONMENT

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

The employee works in a sheet metal shop near moving mechanical parts. The employee is regularly exposed to heavy vibrations, fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level is frequently loud.