

Career Technical Education Laboratory Technician
(Manufacturing)
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242671>

Downloaded On: Aug. 10, 2024 11:23am

Posted Aug. 5, 2024, set to expire Aug. 22, 2024

Job Title	Career Technical Education Laboratory Technician (Manufacturing)
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Aug. 5, 2024
Application Deadline	08/22/2024
Position Start Date	Available immediately
Job Categories	Other Administrative Categories Lecturer/Instructor
Academic Field(s)	Vocational/Technical Engineering
Apply Online Here	https://apptrkr.com/5485889

Apply By Email

Job Description

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Career Technical Education Laboratory Technician (Manufacturing)

Salary: \$60,388.00 - \$74,270.00 Annually

Location: Madera Community College, CA

Job Type: Permanent

Division: MCC Science, Tech, Engineering, Math

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Closing: 8/22/2024 11:59 PM Pacific

General Purpose

Under general supervision, provides instructional assistance to faculty and students in an assigned career technical education program; assists instructors in preparing materials and demonstrations and sets up equipment, materials and supplies for classroom and skills laboratory use; demonstrates and trains students on safety practices and procedures including safe operations of equipment, tools and materials and uses of required personal protective and other safety equipment; observes student performance during skills laboratory periods and advises students on proper methods and equipment and tool use to meet skills requirements; maintains and replenishes an inventory of laboratory equipment, materials and supplies; ensures a clean, safe and orderly learning environment; and performs related duties as assigned.

Essential Duties & 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.

- Performs a variety of technical, logistical and instructional support activities for one or more instructors in one to multiple classroom and career technical skills laboratory settings; assists instructors in formulating skills development projects and assignments for use in skills laboratories and develops materials for implementation of laboratory projects; may develop lab sheets and other supporting materials and resources for student use.
- Preps for, sets up and dismantles equipment for demonstrations and labs; plans the layout of equipment, materials and supplies subject to instructor approval; moves equipment into place using a forklift; programs and performs software maintenance on specialized computer-based equipment, control systems and network connections; fabricates equipment, parts, circuit boards and other items required for laboratory demonstrations and student projects, based on instructor diagrams and oral instructions.
- Demonstrates and trains students on work methods and uses and operations of hand and power tools and large stationary equipment, ranging from: welding, drilling and punch equipment; auto lifts and other automotive equipment; CNC (computer numerical control) manufacturing and turning centers; computerized manufacturing and test equipment; electronic measuring equipment; lathes and mills to power saws, grinders, sanders and cutting shears; interprets and guides students through course and laboratory assignments; responds to student questions

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regarding procedures and requirements; provides clear and concise explanations and demonstrations to facilitate student understanding and reinforce instructor teaching; observes student performance during laboratory periods, advises students on proper equipment/tool use and work methods and provides feedback to students and the instructor.

- Provides direction and demonstrates safety procedures and practices; monitors students in the laboratory to ensure safety procedures are followed and any required personal protective clothing or equipment is worn/used; inspects and maintains laboratory safety equipment such as eye washer, safety shower, fire extinguisher and safety kits; arranges for the safe storage and pickup of hazardous materials including fuels, greases, oils and sealants; conducts safety inspections and prepares required safety reports; ensures a clean, safe and orderly learning environment in assigned laboratories.
- Stocks, maintains and replenishes an inventory of equipment, parts, materials and supplies for instructor and student use; obtains quotes from vendors, prepares purchase requisitions and tracks budget expenditures; unloads and stores parts and materials using a forklift and pallet jack; makes minor repairs and maintains tools in sound working condition; performs preventative and corrective maintenance and repair of laboratory equipment; arranges for major repair or replacement of tools and equipment by outside vendors; refers facilities maintenance and technology repair issues to Building Services and Information Technology for action.
- Monitors student attendance in the lab; enters data in systems such as SARS and runs reports for distribution and review.
- Participates in selecting, training and providing day-to-day lead work direction to student assistants performing laboratory housekeeping and other functions; assigns and monitors work for complete-ness, accuracy and conformance with District, department and legal/regulatory requirements and standards; provides information, instruction and training on work procedures and technical, legal, regulatory and safety requirements; assists in ensuring a fair, open and inclusive work environment in accordance with the District's mission goals and values.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

- Ensures labs are open and ready for use during scheduled hours and that equipment is in sound working condition; monitors to ensure lab closing procedures are followed.
- Organizes and maintains a tool room and checks out tools for instructor and student use and return.
- In an automotive repair laboratory, supervises the work of students performing customer service

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intake functions; oversees and manages the flow of repair work to meet instructional needs; maintains customer waiting lists; ensures student repair work meets repair quality requirements; resolves issues with customers.

- In a farm operations learning laboratory, operates, diagnoses and repairs farm equipment such as tractors, loaders and trenchers; assists in farm operations such as preparing fields, seeding and planting, harvesting and baling and moving cattle to different pastures; repairs fencing; applies pesticides; maintains and repairs irrigation systems.
- Maintains and repairs District vehicles assigned to a college or center.
- Writes technical reports and prepares schematics for new laboratory projects.
- Grades quizzes, homework assignments, tests and proctored-exams; records and maintains data on student attendance and lab hours; compiles and generates student reports.
- Participates in high school outreach activities; participates in meetings with local businesses to promote job placement of students; interacts with businesses and organizations to receive equipment and other donations; interacts with the public and customers of assigned laboratories.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Subject matter areas relevant to area of assignment including, where applicable, concepts, work methods and processes, equipment operations, tools and specialized safety requirements applicable to the subject area.
- General methods and practices of student instruction and tutoring.
- Uses and operations of computers with standard business and specialized software applicable to areas of assigned responsibilities.
- Methods and procedures for diagnosing, troubleshooting and resolving equipment and computer hardware and software problems in a skills laboratory environment.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- District budgeting and purchasing policies, practices and procedures.
- District environmental safety policies and procedures and safety methods and practices applicable to the assigned laboratory including the use of any required personal protective equipment.
- Office practices and procedures, including recordkeeping.
- If applicable, College policies and procedures and regulatory requirements governing the safe

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storage, handling and disposal of hazardous materials and biohazards in accordance with state and federal requirements.

Skills and Abilities to:

- Provide day-to-day administrative and technical support to instructors in carrying out their instructional responsibilities.
- Provide effective hands-on demonstrations, instructions, tutoring and guidance to students in applicable subject-matter areas; accurately, thoroughly and clearly answer students' subject-matter, equipment-use and technology questions.
- Walk students through uses and operations of specialized equipment, tools, hardware and software.
- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Analyze, interpret, explain and apply technical manuals and bulletins and relevant laws, regulations, ordinances and policies.
- Assign, provide training, oversee and inspect the work of student workers and work experience students.
- Provide day-to-day technical support for computer hardware, peripherals and business and specialized software in assigned laboratories.
- Demonstrate and enforce safe practices and procedures in the use of potentially dangerous tools, equipment and materials.
- Analyze problems, evaluate alternatives and recommend or adopt effective courses of action within established guidelines.
- Organize and maintain a variety of records and files.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software, specialized or enterprise software and other standard business and instructional equipment.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Completion of an associate degree or certificate program in agricultural mechanics, industrial technology, irrigation technology, maintenance manufacturing, manufacturing technology, welding or

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relevant career technical field; other education or training such as completion of an apprenticeship program and at least two years of progressively responsible experience in agricultural mechanics, industrial technology, irrigation technology, maintenance manufacturing, manufacturing technology, welding, or related field, or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

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

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees 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, employees are regularly required to sit, stand and walk; hear, in person and by telephone; hear signal warnings and differentiate operating equipment sounds; climb or balance; stoop, kneel, crouch or crawl; use hands repetitively to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. Employees must frequently lift and/or move up to 50 pounds and occasionally lift up to 100 pounds or more with assistance.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, the ability to distinguish between basic shades and/or colors and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop math and mathematical reasoning; observe and interpret conditions and situations; learn and apply new information or new skills; work on multiple concurrent tasks under changing intensive deadlines with constant interruptions; and interact with others encountered in the course of work, some of whom may be dissatisfied or upset.

WORKING ENVIRONMENT

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

Employees work near moving equipment and/or moving mechanical parts and/or are exposed to wet

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and/or humid conditions and heavy vibration. Employees may be required to work in high, precarious places and are occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is occasionally loud and prolonged. Employees may work in outside weather conditions, exposed to extreme heat or cold. Employees may be required to wear personal protective equipment for certain assignments including breathing apparatus.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

APPLICATION SUBMISSION To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your degree or transcripts (including when degree(s) was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will include a competency assessment (40% weight) and a performance



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assessment (60% weight). Of those achieving a passing score on the competency assessment, only the most qualified candidates will be invited to the performance assessment. Passing score is 75% out of 100% on each assessment section.

INITIAL ASSESSMENT TENTATIVELY SCHEDULED AS FOLLOWS:

COMPETENCY ASSESSMENT: AUGUST 28, 2024

PERFORMANCE ASSESSMENT: SEPTEMBER 06, 2024

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a Madera Community College Open-Competitive List. Using the same process, a separate Promotional List will be established and both Lists will be used concurrently. **The eligibility list will be used to fill current vacancies in this classification at Madera Community College ONLY for at least six (6) months.**

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4604167/career-technical-education-laboratory-technician-manufacturing>



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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