

Instructional Lab Technician / Machine Shop  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=225331>

Downloaded On: May. 9, 2024 4:36am

Posted Nov. 8, 2023, set to expire Jun. 30, 2024

**Job Title** Instructional Lab Technician / Machine Shop  
**Department** Lab  
**Institution** San Diego Community College District  
San Diego, California

**Date Posted** Nov. 8, 2023

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/4771421>

**Apply By Email**

**Job Description**

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**Instructional Lab Technician / Machine Shop**

**San Diego Community College District**

**Closing Date:**

**Position Number:** 010292

**Location:** San Diego City College

**Position Type:**

Instructional Lab Technician / Machine Shop  
San Diego Community College District

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Classified

**The Position:**

Posting Details (Default Section)

Open Until Filled: Yes

Classification Title: Instructional Lab Technician / Machine Shop

Working Title: Instructional Lab Technician / Machine Shop Recruitment Limits

Location: San Diego City College

**Pay Information**

Range 23 (\$4,104.63- \$6,551.93) per month based on the current Classified salary schedule. New employees will begin on Step A (\$4,104.63), Step B (\$4,309.87) with 18 months of verified, paid, full-time equivalent related job experience or up to Step C (\$4,525.36) with 36 months of verified, paid, full-time equivalent related job experience. For purposes of salary placement, 7.5 semester units (or equivalent quarter units) of directly related coursework from a regularly accredited institution will be equivalent to one (1) year of job experience. Promoted or transferred employees will be placed as specified in the CBA. This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks and more information about terms and conditions of employment to include salary and benefits.

Position Equivalent FTE: 1.0 FTE

No. Months: 12 Months

Position Number: 010292

FLSA Status: Non-Exempt (accrues overtime)

Position Type: Classified

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Bargaining Unit: AFT - Classified Professionals

Range: 23

Department: School of Business, IT & Cosmetology

### **The Position**

Applications are currently being accepted for Instructional Lab Technician / Machine Shop in the the Engineering Department, located at San Diego City College. Hours are (Monday through Friday 9 AM - 5:30 PM). Selected candidate must be willing to adjust work days/hours based on the department's needs.

*Please note that an employee may be transferred to any site at the option of the Chancellor.*

Classification Description: Click [here](#) for description

*If you would like to open the link in a different tab or window, right click and select the option.*

### **Desired Qualifications**

#### **DESIRABLE QUALIFICATIONS**

##### **Knowledge:**

- Setup, operation and programming of modern CNC mill and lathes. Preferably Haas, Fadal and Tormach.
- Modern additive manufacturing/3D printing
- Usage of computer aided design and computer aided manufacturing (CAD/CAM). Preferably Master-cam V2018 and newer.
- Basic knowledge of blueprint reading and geometric tolerancing; shop math, and tool geometry, safety, machinist handbook, and speeds and feeds.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- General needs and behavior of students of various ethnic, racial, and cultural backgrounds. Instructional methods and techniques.
- Operation, maintenance, uses, and characteristics of a wide variety of equipment used in instructional labs and learning centers for machine shop and welding.

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- Oral and written communications skills.
- Principles and practices of work direction and training.
- Programming languages and familiarity with Assembly language and an Editor. Record-keeping techniques.
- Safety regulations involving area of specialty.
- Technical aspects of maintaining machine tools and tool crib.

### **Skills and Abilities:**

- Advise students in the proper operation and use of lathe and attachments, milling machines, surface grinders, drill presses and bench grinders, and use of basic hand tools and measuring tools. Assemble, maintain, and repair laboratory equipment.
- Assist students in understanding and applying basic principles of a machine shop and welding. Communicate effectively both orally and in writing.
- Complete precise and detailed work.
- Demonstrate competence in the field of machine shop and welding.
- Ensure the care and security of assigned equipment, materials, and supplies.
- Establish and maintain effective working relationships with others.
- Explain work assignments to students.
- Follow set standards and procedures and make decisions based on facts and test results. Issue and receive equipment and supplies.
- Learn and apply techniques of precise measurement and notation.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Make visual comparisons to check for accuracy
- Meet schedules and timelines.
- Plan and organize work.
- Provide orientation to instructors, staff, and students in the operation of equipment related to welding and machine shop.
- Read drawings and blueprints.
- Relate effectively with people from varied cultural and socio-economic backgrounds. Train and provide work direction to others.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with little direction.

### **Training and Experience:**

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- Any combination of training and experience equivalent to: satisfactory completion of 15 semester units of courses related to machine shop and at least two years of successful work experience in the field of specialty. Experience in an instructional setting is desirable.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

### **Special Instructions to Applicants:**

To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Curriculum Vitae or Resume
3. Letter of Interest
4. Three (3) professional references as listed within the application.
5. Unofficial Transcripts (optional).
6. Foreign Degree Evaluation (if applicable).

**Important:** *To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.*

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

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Conditions of Employment:

**SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a for this position);
- requirement Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

**EMPLOYMENT AFTER RETIREMENT**

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information.

**EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment.

Posting Number: CL01445

**Major Responsibilities:**

**Qualifications:**

**Desired Qualifications:**

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### **Licenses:**

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agreements/handbooks and more information about terms and conditions of employment to include salary and benefits.

**To apply, visit:** <https://www.sdccdjobs.com>

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### **Contact Information**

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

### **Contact**

Lab

San Diego Community College District

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