

LABORATORY TECHNICIAN-WELDING AND ADVANCED MANUFACTURING

GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator, provides support services for Welding and Advanced Manufacturing programs, which include, but are not limited to, the preparation of equipment and supplies for laboratory sessions; maintains, calibrates and performs minor repairs to laboratory equipment; maintains standards of safety in a laboratory setting and storage rooms; assists in the performance of a variety of clerical functions to support the programs; tracks program participant records and trainings for accuracy and completeness; works independently at times, with little direction, exercising good judgment and initiative within general guidelines while performing the full range of duties assigned to this classification; performs in a busy, industrial environment, requires wearing of appropriate personal protective equipment (PPE) and involves considerable student and faculty contact; assists instructors and students as

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by 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 class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Supports instruction in the assigned area by preparing lab materials and equipment; prepares for and cleans up after laboratory sessions. *
2. Provides oversight, direction and guidance to students ensuring proper equipment use; schedules and oversees the use, repairs, maintenance, and ordering of equipment. *
3. Responds to inquiries and demonstrates laboratory procedures and other skills to students; may assist students with computer hardware and software. *
4. Organizes and arranges laboratory space and equipment to maximize efficiency and safety. *
5. Ensures the safe and proper handling and disposal of hazardous chemicals and materials; following Federal, State and District requirements. *
6. Maintains and performs repairs on discipline specific equipment including, but not limited to, Computer Numerical Control (CNC) equipment, press brakes, drill press, shears, saw, filtration systems, air compressors, welders, oxyfuel cutting and welding equipment, shielding and cutting gas lines and regulators, powder coating system, sand blasters, and hand and power tools. *
7. Monitors, tracks, and maintains filtration units for the welding booths: Tracks filter gauges to determine lifespan of filters and replaces when necessary; utilizes the programable software that is capable of testing, managing, and adjusting the cleaning processes of the filtration units. *
8. Orders, maintains, and receives equipment, supplies and materials needed for instruction; tracks inventory, obtains quotes and pricing for equipment and supplies from various vendors; utilizes heavy equipment to load and unload supplies, pick up and deliver supplies to on and off campus locations. *
9. Organizes and distributes supplies and materials used in lab classes; replenishes supplies and materials and maintains all forms, manuals, and handouts. *

10. Supervises the student labor force in the instructional area; supervisory duties include assigning and reviewing work, instructing, coordinating activities, assists director with allocating student personnel, and provides feedback to director and assists with the selecting of new student employees, assists with ensuring student personnel are in compliance with all applicable safety rules and precautions. *
11. Tracks associated asset tags on new and previously purchased equipment in conjunction with the Shipping & Receiving department for the district's inventory database. *
12. Maintains and updates technical skills in order to design, create and modify computer methods to include, but not limited to, word processing, design and layout for publications, CAD programs, database development and maintenance and creating and maintaining charts and spreadsheets; researches and compiles data; maintains program participant records and trainings.*
13. Fabricates and/or modifies instructional items needed for the welding laboratory. *
14. Coordinates, completes and tracks required district forms such as Facility work orders and Information Technology (IT) forms for User support services. *
15. Collaborates with employees from various district departments to schedule meetings, create work plans, and complete tasks. *
16. Assists with allocation of budget spending by working closely with the department chair and administrative support staff. *
17. Represents Butte College to the public by setting up displays at local fairs and farm shows, conducting facility tours, hosting professional functions, etc. *
18. Remains available by radio or phone to respond to emergency and hazardous situations.*
19. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
20. May attend staff meetings and serve on a variety of District committees as requested.
21. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Associate degree* in a related discipline; **AND**
- Two (2) years of work experience directly related to welding, fabrication, or equipment maintenance of welding/manufacturing equipment.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Associate degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.
- Required to hold and maintain a valid driver license “**if and when**” travel is required in the course of work.
- Possession of or the ability to obtain within the first 6-months of employment (during probationary period):
 - Forklift Certification**
 - Aerial lift Certification**

**District will provide training for certifications if required to perform the essential responsibilities of the position.

DESIRED QUALIFICATIONS:

- Satisfactory completion of a course in welding, fabrication, manufacturing, or equipment maintenance.
- One (1) year work experience in one or more of the following fields:
 - Computer Aided Drafting and Design
 - CNC equipment operation

KNOWLEDGE, SKILLS, AND ABILITIES: *(May be acquired through education, training and/or experience.)*

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, Board policies, and procedures governing the District.
- Mobile devices and applications utilized by the District and/or college.
- Laboratory equipment, supplies and procedures used in college Welding and Manufacturing laboratories.
- Safety factors required and necessary when working with welding, manufacturing, and CNC equipment.
- Safe practices when handling welding, manufacturing, finishing equipment and chemicals commonly used in the industry.
- Tutoring techniques and procedures.
- Classroom procedures and instructional practices.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, methods, and techniques.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures.
- Integrate local, state, and federal laws and regulations.
- Ensure compliance with all laws, regulations, and policies through effective office supervision and leadership.
- Learn, read, understand, interpret, and apply District and department rules, regulations, policies, and procedures.

- Safely operate a motor vehicle during the course of work and throughout employment with the District.
- Assist students in developing appropriate work habits and skills.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Effectively use a computer for daily functions such as creating spreadsheets, database management and word processing skills.
- Keep detailed records and prepare reports.
- Clean and maintain general laboratory equipment and apparatus.
- Identify and work with equipment, supplies, solutions and materials common to the Welding and Manufacturing laboratories.
- Assemble, calibrate, and repair welding and manufacturing equipment.
- Make sound, educated decisions.
- Demonstrate laboratory procedures and other skills to students.
- Learn and interpret the rules, regulations, policies and procedures of the Welding department.
- Ensure compliance with all departmental policies, procedures, and safety precautions.
- Update and maintain records, files, file sharing, and filing systems related to the area of the assignment.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

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 classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **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 incumbent works under a laboratory, learning center, and/or classroom environment where the noise level is frequently loud. The incumbent is subject to constant interruptions by faculty, staff, and/or students.

- **Working Conditions**

Work is performed primarily in a laboratory, learning center, and/or classroom environment where safety considerations exist. The incumbent is exposed to a variety of hazardous materials and conditions including but not limited to working near and with heavy machinery, mechanical equipment, and parts; additional exposure may exist related to heavy machinery vibrations, fumes, chemicals, and airborne particles. Conditions may exist exposing the incumbent to caustic chemicals and risk of electrical shock.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of

Class Code: C204.100

Salary Range – CSEA 30 – Non-Exempt

professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.