

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Application Deadline: January 22, 2018; 5:00 p.m.

LABORATORY TECHNICIAN – AUTOMOTIVE TECHNOLOGY

DUTIES

Under direction of the Automotive Technology instructor, assists in the instruction of automotive technology students - prepares lab activities, assists students in repairing all makes of vehicles, performs vehicle repairs as needed, helps maintain a well-organized, safe and clean auto shop, including tools and equipment, and performs other related duties as assigned as follows:

- Assists instructors by arranging automotive lab activities for instructional purposes such as selecting the appropriate vehicle for demonstration as well as planning and organizing the tools and materials needed.
- Assists students in successfully completing lab activities assigned by the instructor; logs student competency on an Excel spreadsheet and maintains copies in an organized file for student access.
- Assists instructors with the development of new lab activity sheets to support NATEF competencies.
- Repairs vehicles that may be out of the scope of students' abilities.
- Makes recommendations on shop organization and equipment maintenance; helps implement improvements.
- Maintains, organizes, and cleans shop and tool rooms; repairs equipment that may become damaged or out of calibration; completes a periodic inventory of supplies and materials.
- Tracks customer repair orders and appointments; records expenses; maintains records of customer repairs in the auto lab.
- Operates a variety of automotive technology equipment including brake lathes, scan tools, oscilloscopes, DVOM, jacks, pullers and typical hand tools; participates in training as needed to gain experience on tools and equipment.
- Assures safety in the lab; explains safety procedures to others; maintains current knowledge regarding the proper handling disposal of hazardous waste generated in the lab.
- Serves as a resource for part-time instructors in the use of lab facilities, equipment, materials and supplies including safety regulations.
- Operates a variety of office equipment including a personal computer and related software, calculator, copier, and others specific to the program.
- Attends meetings and workshops as directed; performs other related duties as assigned.

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QUALIFICATIONS

Knowledge of: Automotive systems and repair; proper operation, maintenance and storage of automotive shop equipment, materials and supplies; applicable safety procedures including receiving, handling and disposal of hazardous chemicals; classroom procedures and appropriate student conduct; basic instructional methods and techniques; basic recordkeeping techniques; interpersonal skills using tact, patience, and courtesy.

Ability to: Learn curriculum, goals, and objectives of the program; maintain lab and equipment in safe operating condition pursuant to safety regulations; perform maintenance and repairs on vehicles and shop equipment; perform clerical duties related to assignment; operate and demonstrate the use of lab equipment; work cooperatively with others; communicate effectively both verbally and in writing; use a PC, MS Office, internet research, and online workshop manuals such as Identifix, Mitchell on Demand, and All Data; prioritize and schedule student and customer repair work; learn, apply and explain policies, procedures, rules and regulations related to the program; learn, apply and explain policies, procedures, rules and regulations related to the program; maintain current knowledge in automotive technology including technological advances.

Licenses and Other Requirements:

- Valid California driver's license. Prior to employment the college will verify a safe driving record through the DMV.
- Hands on experience with automotive repair
- Completion of at least three community college level courses in Automotive Technology, ASE certification, or equivalent training.
- Ability to lift 50 pounds

WORKING CONDITIONS: Exposure to hazardous materials and noise from equipment; drives vehicles. Physical demands include reaching, bending, walking, pushing, standing for long periods of time, lifting, and operating equipment.

ASSIGNMENT/SALARY/BENEFITS: This position is 10 months per year, mid-August to mid-June, 40 hours per week. Work months and hours are subject to change to meet the needs of the instructional program. The monthly salary range is \$3,646 to \$4,561. The current top salary is \$4,561 after five years. Twelve days of vacation leave and sick leave are earned each year. Vacation leave increases with the length of service. Family medical, dental, and vision benefits and employee life insurance are provided. There are 20 paid holidays annually.

APPLICATION PROCEDURE: By **January 22, 2018, 5:00 p.m.**, submit the following materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. Call 707-468-3141 for assistance. Interviews are by invitation only. The college does not reimburse applicants for related travel expenses. Email Applications to ajory@mendocino.edu

- Mendocino College Classified application and voluntary applicant survey are available at: <https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified.pdf>

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- Resume and Cover Letter explaining how you meet the Qualifications listed
- Two Letters of Recommendation

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THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 5,000 students across 4 campuses in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most beautiful scenery which includes rich agricultural lands and pristine coastal sites. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area and contribute to its growing diversity. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf. We also enjoy a range of theatre, music, art, and athletic events. Ukiah and the surrounding area are home to exceptional wineries, breweries, and restaurants.

The Mendocino-Lake Community College District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity, equity and diversity, and provide equitable consideration for all qualified candidates.