**Job Description**

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| **Job Title:** | Lab Technician – Welding and Industrial Mechanics | **Location:** | PTEC |
| **Department:** | Trades & Industry | **Reports To:** | Division Chair |
| **Division:** | Instruction | **Pay Grade:** | C09 |
| **FLSA Status:** | Non-exempt |  |  |

**SUMMARY**

This position provides lab and program support for the Welding Technology and the Industrial Mechanics programs. This position will work with students, faculty, staff, vendors and representatives of the community, and will coordinate maintenance and service of all equipment in the respective labs.

### Essential Duties and Responsibilities

This list includes but is not limited to the following:

* Coordinates with faculty to ensure daily operation of labs.
* Under the direction of faculty, organizes equipment for the labs: locates, sets up and takes down equipment and supplies for skill demonstrations, practice, and check-offs.
* Provides assistance to faculty in the use of lab equipment.
* Assists students in the practice, performance, and development of skills competence according to established performance criteria.
* Coordinates with faculty to manage and maintain records for the acquisition, inventory, storage, maintenance and security of all learning lab equipment and supplies for labs.
* Works with faculty to maintain sufficient levels of all supplies in a fiscally responsible, organized and functional fashion.
* Works with faculty to generate cost studies on a per student basis.
* Acts as liaison with equipment and supply vendors.
* Coordinates with faculty to maintain and schedule efficient usage of labs.
* Trains and directs the work of part-time Lab Assistant and work-study students.
* Coordinates with faculty to provide learning lab hands-on experiences to external groups.
* Assists with the management of manuals within the labs.
* Maintains all equipment in a functional manner and makes recommendations regarding the repair, replacement and or purchase of equipment.
* Attends meetings within the department as appropriate.
* Provides input in the development and maintenance of policies and procedures relevant to the use and function of labs.
* Oversees operation of the tool rooms and researches parts and tools needed for instruction.
* Maintains understanding of all relevant programs in order to assist students and instructors.
* Assists and guides students regarding safety and use of shop equipment.
* Interacts with the business community, industry partners and vendors.
* Picks up scrap steel from local businesses.
* Maintains a positive, helpful, constructive attitude and work relationship with supervisor, college staff, students, and the community.

### Marginal Duties

* Performs other duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS**

The following requirements represent the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

**Education and Experience**

* A minimum of four (4) years of recent welding and/or fabrication experience related to the needs of the position OR
* Associate’s degree in a related post-secondary or professional-technical education program and two (2) years of recent welding and/or fabrication experience related to the needs of the position.
* Prior teaching experience preferred.

**Certificates, Licenses, Registrations**

Valid driver’s license required. Forklift certification must be obtained within one month of hire. Commercial Driver’s License preferred. American Welding Society certification preferred.

**Knowledge, Skills and Abilities**

* Knowledge of safety standards commonly used in a welding/fabrication shop setting
* Ability to supervise students with an emphasis on safety
* Knowledge of personal computer and Microsoft Windows and office applications
* Excellent oral and written communication skills
* Ability to interpret documents and manuals
* Ability to apply basic mathematical skills

**Physical Demands and Work Environment**

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

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use fingers and hands to keyboard or type, and to handle materials; reach with hands and/or arms and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 60pounds.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; toxic or caustic chemicals and risk of electrical shock and works with vibration causing tools or equipment. The noise level in the work environment is usually moderate and occasionally loud.

**April 2024**