

Career Skills Laboratory Technician - Welding (Short-Term)
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=244318>

Downloaded On: Sep. 13, 2024 2:18pm

Posted Sep. 5, 2024, set to expire Sep. 23, 2024

Job Title	Career Skills Laboratory Technician - Welding (Short-Term)
Department	Welding
Institution	Cabrillo College Aptos, California
Date Posted	Sep. 5, 2024
Application Deadline	09/23/2024
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Research/Technical/Laboratory Educational Services
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Job Description

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Career Skills Laboratory Technician - Welding (Short-Term)

Cabrillo College

Salary: See Position Description

Job Type: Temporary, Hourly/Short-Term

Job Number:

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2024-01884

Closing: 9/23/2024 11:59 PM Pacific

Location: Aptos, CA

Department: Welding

Employment Opportunity

The position supports the Welding Technology Department; for more information on this, please see our departmental webpage here.

Under general supervision, the **Career Skills Laboratory Technician** provides instructional assistance to faculty and students in the **Welding** career technical skills education program; sets up, maintains and repairs laboratory equipment and tools; demonstrates and trains students on safety practices and procedures including safe operation of equipment, tools and materials and uses of required personal protective and other safety equipment; 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.

Starting Salary Range: \$27.05 to \$31.32 per hour based on experience. Short-term, part-time assignment, Monday through Thursday, 1:00 p.m. - 10:00 p.m., and Saturday 8:00 a.m. - 12:30 p.m. This is a non-benefitted position.

Please note that there is a 175-work day limit per fiscal year for this short-term position.

Examples of Duties

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 instructional support activities for instructors in career skills laboratory settings; assists instructors in formulating skills development projects and assignments for instructional use.
- Demonstrates and trains students on work methods and uses and operations of hand and power tools and equipment applicable to assigned skills laboratories; interprets and guides students through course and laboratory assignments; responds to student questions regarding procedures and requirements; provides clear and concise explanations and demonstrations to facilitate student understanding and reinforce instructor teaching; advises students and provides feedback

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to students and the instructor on proper equipment/tool use and work methods.

- 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; arranges for the safe storage and pickup of any hazardous materials; conducts safety inspections and prepares required safety reports; inspects and maintains safety equipment such as eye washer, shower, fire extinguisher, respirator and safety kits; 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; makes minor repairs and maintains equipment and 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 Facilities and Information Technology for action.

OTHER DUTIES

- May assist faculty in grading quizzes, tests and homework assignments; records and maintains data on student attendance and lab hours; compiles and generates student reports.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Performs related duties as assigned.

Minimum Qualifications

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff **AND**
- Completion of an associate degree or certificate program in Welding; other education or training such as completion of an apprenticeship program; and/or work experience necessary to

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demonstrate attainment of journey-level status in Welding, **AND** at least two (2) years of progressively responsible experience in Welding

- An equivalent combination of training and experience.

Desirable:

- Welding certifications or licenses

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 career technical skills laboratory environment.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- District purchasing and accounts payable policies 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, District policies and procedures and regulatory requirements governing the safe 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-

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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.
- 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.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

Additional Information

Application Process:

1. Complete application & answer **all** supplemental questions
2. Attach resume
3. Unofficial transcripts and/or include certification information related to Welding in the application

Attention Applicants

Only completed applications will be reviewed. Attachments are optional, however encouraged for this position. Cabrillo is unable to sponsor work visas.

Selection Procedure

Meeting the posted requirements does not guarantee an interview. Hiring managers will contact you directly. Most notifications will be via email, and can also be accessed through your [application profile](#).

Conditions of Employment



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Selected candidates given a conditional offer of employment are required to submit proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes).

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4640340/career-skills-laboratory-technician-welding-short-term>

Contact Information

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

Contact

Welding
Cabrillo College

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