

Instructional Technician, Automotive Technology
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=247242>

Downloaded On: Oct. 19, 2024 1:18pm

Posted Oct. 17, 2024, set to expire Jun. 1, 2025

Job Title	Instructional Technician, Automotive Technology
Department	Faculty
Institution	Foothill-De Anza Community College District Los Altos Hills, California
Date Posted	Oct. 17, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational Services
Apply Online Here	https://apptrkr.com/5730194
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Job Description	

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Instructional Technician, Automotive Technology

HR EMPLOYMENT/CAREERS

Initial Review Date: 11/06/2024**

**This job posting will become open-until-filled after the initial review date. Any complete applications received after the review date will only be forwarded to the hiring committee at their request.

Salary Grade:C1-50

Starting Salary:

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\$6,163.93 (per month) plus benefits

Full Salary Range: \$6,163.93 - \$8,269.05 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified position above.

All interviewing costs incurred by applicant are the responsibility of the applicant.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

De Anza College Mission Statement:

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

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JOB SUMMARY:

In addition to the list of typical functions, routine tasks include daily and periodic facility and safety inspections related to hazardous materials and waste, flammable materials, cleaning chemicals, and other chemicals. This position includes the shared responsibility for cleaning and maintaining shop and classroom equipment, maintaining and updating safety data sheets, submitting facilities work orders and working with district tradespeople to complete repairs, and coordinating safety and fire inspections and completing necessary remediation. The successful candidate will also be an integral part in coordinating the operations of our tool room. Critical to this position is helping faculty ensure that the shop and equipment is always ready for instruction and coordinating donated vehicles and equipment. Communication with faculty and the division Dean is vital to the coordinated effort for student success. This job requires some material handling, pallet jack operation, and forklift operation.

DEFINITION

Under general supervision, performs repair, maintenance, and modification work on a wide variety of instructional equipment and tools; provides instructional support services for faculty and students; prepares and sets up exercises, demonstrations, instructional materials, and supplies; assists students and faculty in the use and operation of equipment and tools related to the College's automotive technology program; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Dean. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level class responsible for the maintenance and repair of equipment and tools and conducting a variety of instructional support activities to ensure student learning. Positions perform the full range of duties assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from other laboratory technicians by having subject matter expertise in automotive machinery and technology.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

1. Maintains, repairs, and troubleshoots broken equipment and tools, including computers,

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electronic and mechanical equipment, engines, and other equipment pertaining to assigned program; ensures that all equipment, instruments, and tools are in a safe and operational condition.

2. Checks tools and equipment in and out and issues to students; monitors, receives, stores, and maintains adequate inventory levels of tools, instruments, and equipment.
3. Prepares and sets up laboratory/shop, demonstrations, and instructional materials; monitors laboratory/shop.
4. Provides instructional support to students and faculty in the automotive technology program; assists in instructional demonstrations of procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, and equipment.
5. Operates and demonstrates use of various equipment and tools; assists faculty and students in proper and safe methods in usage of equipment and tools.
6. Cleans and maintains facilities and equipment; ensures proper storage of equipment and materials; ensures laboratory/shop and work areas are maintained in a clean and orderly condition.
7. Monitors use and storage of hazardous materials and waste; performs daily and periodic inspections in accordance with District policies and procedures and county and fire ordinances.
8. Coordinates internal and external inspections such as hazardous waste, fire extinguishers, eye wash stations, flammable storage containers, and related equipment, facility, and safety inspections.
9. Maintains accurate material safety data sheets, reports, and records of work performed and materials and equipment used.
10. Monitors, orders, receives, stores, and maintains adequate inventory levels of equipment and materials; monitors program budget and expenditures.
11. Submits work orders for maintenance and repair of equipment and facilities.
12. Maintains relationships with corporations to solicit donations of cars and equipment.
13. Manages sale of surplus cars and equipment.
14. Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
15. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of equipment and tools.

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2. Principles, theories, terminology, techniques, equipment, and materials related to automotive technology programs.
3. General methods and procedures for preparing materials and demonstrations used in automotive technology programs.
4. Principles and procedures for setting-up, operating, and demonstrating use of various equipment, tools, and machinery used in automotive technology programs.
5. Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous materials.
6. Methods, practices, and techniques of student learning and instruction.
7. Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
8. Record keeping principles and procedures.
9. English usage, grammar, spelling, vocabulary, and punctuation.
10. Modern office practices, methods, and computer equipment and software relevant to work performed.
11. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Troubleshoot and determine appropriate action in the maintenance and repair of equipment and tools.
3. Read, interpret, and apply a wide variety of technical information from manuals, specifications, blueprints, and schematics.
4. Explain principles, theories, terminology, techniques, equipment, tools, and materials related to automotive technology programs.
5. Engage students in positive learning in the laboratory/shop or other learning environments.
6. Assist students and faculty and demonstrates proper use and maintenance of equipment, tools, and machinery used in automotive technology programs.
7. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
8. Estimate and order required supplies and equipment.

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9. Safely and effectively use and operate equipment and tools required for the work.
10. Maintain accurate records of work performed and materials and equipment and tools used.
11. Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
12. Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
13. Use English effectively to communicate in person, over the telephone, and in writing.
14. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to an Associate's degree from an accredited college with major coursework in automotive technology or a related field **AND** three (3) years of experience in mechanical, electrical, or related maintenance and repair work.

Licenses and Certifications:

None.

Physical Demands

Must possess mobility to work in a laboratory/shop/classroom environment; strength, stamina, and mobility to perform light to medium physical work, to operate varied equipment and tools related to automotive technology programs; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment and tools. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment. Reasonable accommodations will be made for

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individuals on a case-by-case basis.

Environmental Elements

Employees primarily work in a laboratory/shop, classroom, and/or office environment that may contain various equipment, machinery, and tools, with moderate to high noise levels and controlled to varied temperature conditions. Employees may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures. Employees are exposed to hazardous materials and mechanical and/or electrical equipment, machinery, and tools.

APPLICATION PACKET:

1. A District on-line application on <http://hr.fhda.edu/careers/>. *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>

CONDITIONS OF EMPLOYMENT:

Position: Full-Time, Permanent, 11-months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents,



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dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1876?c=fhda>

Contact Information

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

Contact



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Faculty

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