

EQUIPMENT ASSISTANT

DEFINITION

Under direct supervision, assists in providing instructional support services for faculty and students of assigned program; prepares and sets up laboratory exercises, demonstrations, and instructional materials, equipment, and supplies; assists students and faculty in the use and operation of equipment and materials related to assigned program; assists in performing repair, maintenance, and modification work on equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned managerial personnel. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is the entry-level class in the Equipment Instructional Support class series that is responsible for assisting in conducting a variety of instructional support activities to ensure student learning. Initially under close supervision, incumbents with basic maintenance and repair experience, learn a wide variety of program equipment, instruments, tools, and machinery.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Checks tools and equipment in and out and issues to students; monitors, receives, stores, and maintains adequate inventory levels of tools, instruments, and equipment.
2. Assists in providing instructional support services for the assigned program; assists in instructional demonstrations of procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, tools, machinery, and equipment.
3. Assists in building and maintaining specialized and technical laboratory projects, exercises, demonstrations, and instructional materials; monitors laboratory environment; organizes, arranges, stocks, and distributes materials, equipment, and supplies; assists in fabricating lab stations for classes.
4. Maintains, repairs, and troubleshoots broken machines, equipment, instruments, and tools, including computers, electronic and mechanical equipment, patient simulators, automated systems, engines, and other equipment pertaining to assigned program; ensures that all equipment, instruments, tools, and machines are in safe and operational condition.
5. Maintains accurate logs, reports, and records of work performed and materials and equipment used.
6. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
7. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
8. Supports and abides by federal, state, and local policies and Board Policies and Administrative Procedures.

9. Participates on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees and mandated trainings as required.
10. Prepares and delivers oral presentations related to assigned areas as required.
11. Performs other related or preceding classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Terminology, techniques, equipment, and materials related to the assigned program.
3. Set-up, operation, demonstration, and maintenance of various tools, equipment, instruments, and machinery used in assigned program.
4. Principles, practices, methods, materials, and tools used in maintenance and repair of equipment, tools, systems, instruments, and machinery.
5. Basic methods, practices, and techniques of student learning and instruction.
6. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
7. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
8. Record keeping principles and procedures.
9. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, education, regulatory, and legislative organizations.
10. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

Skills & Abilities to:

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Learn and explain principles, practices, procedures, methods, materials, tools, terminology, and equipment related to assigned program.
5. Learn and apply general methods and procedures for preparing course materials and laboratory exercises and demonstrations used in assigned program courses.
6. Assist students and faculty in the use and operation of equipment, instruments, tools, machinery, and materials.
7. Create an engaging positive learning environment.
8. Demonstrate proper use and maintenance of equipment, materials, and supplies used in assigned programs.

9. Read, interpret, and apply technical information from manuals, specifications, blueprints, and schematics.
10. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
11. Maintain tools and equipment in a clean working condition providing for proper security.
12. Establish and maintain a variety of filing, record-keeping, and tracking systems.
13. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
14. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
15. Communicate effectively through various modalities.
16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework; and
2. One (1) full-time equivalent year of experience in electrical, mechanical, or related maintenance and repair work.

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certifications:

If assigned to Air Conditioning and Refrigeration, possession of, or ability to obtain, a valid Environmental Protection Agency (EPA) Technician Universal Certification.

PHYSICAL DEMANDS

Must possess mobility to work in a laboratory/classroom environment and in the field; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied tools, instruments, equipment, and machinery; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the

telephone. The job involves fieldwork requiring frequent walking and standing in operational areas to perform work and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment. Incumbents in this classification bend, stoop, kneel, reach, and climb to perform work. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in a laboratory/classroom and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, dust, fumes, and allergens, hazardous physical substances, mechanical and electrical hazards, and moving equipment and machinery. Incumbents may interact with staff and/or students in interpreting and enforcing departmental policies and procedures.

Amended: 7/2023; 11/2023