



TITLE	CLASSIFICATION	SALARY GRADE
AUTO SHOP ASSISTANT	CLASSIFIED	GRADE: G
BOARD POLICY REFERENCE: 2012/2013 CLASSIFICATION REVIEW		Board Approved:

JOB DESCRIPTION:

Under supervision and in keeping with District-wide sustainability efforts, assist in the instruction of automotive mechanics students; maintain and repair automotive tools and equipment; and perform related work as required.

SCOPE:

The Auto Shop Assistant distributes automotive tools and parts to students; answers questions related to automotive repair and maintenance; and ensures tools and parts are in working order.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Checks supplies, materials, and hand and power tools in and out to students and instructors in the automotive shop area.
2. Answers questions from students and instructors regarding automotive repair and maintenance and provides individual tutoring for students.
3. Sets up laboratory for teaching demonstrations & exercises.
4. Orders automotive parts and supplies and monitors related budget; maintains cooperative relationships with automotive parts and supply vendors.
5. Maintains inventory and accurate records of invoices, service records and other paperwork for automotive shop.
6. Cleans, paints, lubricates, repairs and maintains equipment.
7. Answers telephones and provides information to routine questions.
8. Assists in the maintenance of a safe work environment; utilizes and disposes hazardous materials.
9. Trains and directs the work of student employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Repair and maintain tools and equipment used in automotive shops; issue proper tools, materials, and equipment needed by students and instructors; train others in automotive repair and maintenance and use of equipment; maintain security and records for tool room area; follow oral and written instructions; maintain cooperative working relationships with students and faculty; demonstrate sensitivity to, and respect for a diverse population.

EMPLOYMENT STANDARDS – Continued

KNOWLEDGE OF:

Terminology, uses, operation and maintenance of tools, parts and equipment used in automotive shops; handling and recordkeeping of hazardous materials; inventory techniques.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from high school.

Experience:

Previous experience in work involving knowledge of terminology, tools, and equipment used in automotive shops.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record. Possession of, or ability to obtain, a forklift operation certification.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to work safely in an environment containing hazardous chemicals and solvents using personal protective safety measures. Must be able to operate a variety of mechanical equipment and sharp hand tools safely.