

TITLE: Auto Shop Assistant

CLASSIFICATION: Classified

SALARY GRADE: C03

SCOPE OF POSITION:

Under general supervision, assists faculty and students to facilitate in-class lab work, demonstrations, and auto shop projects. Maintains inventory and shop workspace and promotes proper safety procedures. Serves as point of contact for the auto shop.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Supports students by providing guidance and feedback on their daily projects.
2. Assists instructors during auto shop classes, demonstrations, and projects.
3. Monitors tools used daily for projects, jobs, and demonstrations.
4. Arranges assignments and class schedules to ensure alignment between classroom lessons and lab work.
5. Monitors supplies and orders materials from various vendors to ensure proper stock. Researches vehicle information and part availability to order required materials. Communicates status of orders to customers, faculty, or students.
6. Reviews invoices and reconciles billing errors. Contacts vendors to resolve issues.
7. Cleans, paints, lubricates, repairs, and maintains shop equipment.
8. Schedules building maintenance for trade technology building.
9. Provides information to the public regarding services offered by the auto shop, information about classes, smog referee information, donation requirements and needs, and repair processes.
10. Maintains a safe and clean shop workspace. Promotes proper safety protocols and procedures when handling or disposing of hazardous materials or machinery. Conducts periodic checks of equipment and workspace to ensure adherence to safety protocols.
11. May lead the work of student employees.

KNOWLEDGE OF:

1. Terminology, uses, operation and maintenance of tools, parts and equipment used in automotive shops.
2. Handling and recordkeeping of hazardous materials.
3. Inventory techniques.
4. Relevant local, state, and federal rules and regulations, policies and procedures.
5. Applicable technology usage, including standard office productivity software and other appropriate technology.

TITLE: Auto Shop Assistant

ABILITY TO:

1. Repair and maintain tools and equipment used in automotive shops.
2. Issue proper tools, materials, and equipment needed by students and instructors.
3. Assist with training others in automotive repair, maintenance, and use of equipment.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous, and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

High school diploma or GED required.

EXPERIENCE:

2+ years of related work experience in the automotive trade.

OTHER REQUIREMENTS:

- 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.
- 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 hand tools safely.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).