



## **JOB TITLE: INSTRUCTIONAL TECHNICIAN**

Classification: Classified  
Salary Range: 37

Retirement Type: PERS\*  
Board Approved: June 20, 2022

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### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, the Instructional Technician provides advanced or specialized technical expertise in a studio, lab, or other instructional-related facility. Advises and/or assists faculty, staff, and students in the use of specialized equipment and/or facilities. May provide guidance on class projects. services and support for instructional labs. Maintains instructional facilities, materials, equipment, and/or parts in accordance with established protocols and current safety regulations.

### **REPRESENTATIVE DUTIES:**

Provides advanced or specialized technical expertise in a studio, lab, or other instructional-related facility to assist and/or support faculty, staff, and students. Demonstrates proper handling of technical equipment and materials and ensures safety guidelines are followed.

Prepares in collaboration with the instructor equipment setups, lab exercises, and instructional demonstrations. Ensures operational procedures are in place and followed to facilitate and streamline the learning experience for students. Provides instructional assistance to students and answers technical and procedural questions as needed.

Participates in the day-to-day operations and maintenance of one or more studio/lab/instructional site facilities. Maintains facilities in an orderly, safe, and operable condition. Schedules maintenance services in consultation with supervisor.

Designs, fabricates, constructs, or adapts parts, equipment, materials, and/or fixtures to meet specific needs of studio/lab/instructional site facilities. Operates, maintains, adjusts, and repairs machinery and/or equipment. Recommends replacement parts as needed.

Maintains software updates and subscriptions for studios, labs, and other instructional site facilities.

Troubleshoots mechanical and/or electrical malfunctions and restores to proper working order. Informs supervisor of complicated malfunctions and provides recommendations on equipment acquisitions, enhancements, or external service repairs.

Contributes to the development and implementation of studio/lab/instructional site operational procedures and policies. Ensures compliance with health and safety standards of operation.

Controls and monitors equipment and inventory of supplies. Requisitions and verifies prices with vendors. Researches supplies and vendors as appropriate. Collects monies from students for supplies. May approve supply orders when assigned as the supervisor's designee.

Monitors expenses for materials, supplies, repairs, maintenance, and project work. Provides budget information and expense estimate reports to supervisor.

Provides direction to other studio/lab/instructional site assistants. Trains and monitors work. Provides feedback as needed.

Performs other related duties as assigned or requested.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Two (2) years full-time journey-level experience or equivalent formal training in industrial maintenance or related field.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Specialized, progressively responsible experience and training in applicable industrial maintenance or related field.

Experienced in teaching or training others in safe shop practices.

Knowledge of database operations, data acquisition, and software updates.

Knowledge of studio/lab/instructional site procedures and equipment specific to area of instruction.

Expertise operating and safely using industrial machine equipment.

Knowledge of up-to-date methods, tools, materials, and techniques to service and repair a variety of industrial machine equipment.

Knowledge of proper methods for storing equipment, materials, and supplies.

Knowledge of efficient and accurate inventory practices and methods.

#### Abilities/Skills:

Ability to plan, prioritize, organize, and schedule instructional activities.

Skilled at leading or guiding others.

Skilled at designing and redesigning machine shop parts.

Ability to understand and follow oral and written directions.

Ability to establish and maintain cooperative and effective working and instructional relationships with others.

### **WORKING CONDITIONS:**

Position requires manual dexterity.

Ability to lift and carry up to 50 lbs.

Indoor and outdoor work required.

Position involves twisting, bending, kneeling, and stooping.

Position requires standing for prolonged periods of time.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.