

Job Description/Title: LABORATORY SPECIALIST II →AUTOMOTIVE LABORATORY MANAGER
Approved, Bargaining Unit President: Reclassification Committee 4/22/2014
Approved, MPC Associate Dean, Human Resources: 4/22/2014
Board Approved: 10/22/2014

MONTEREY PENINSULA COLLEGE

AUTOMOTIVE LABORATORY MANAGER

JOB SUMMARY

Under general direction, coordinate technical laboratories and lab equipment. Prepare technical laboratory demonstration, and study materials for assigned area. Receive limited supervision from faculty of assigned area within a broad framework of standard District policies and procedures. Perform varied support activities, and related work assignments as required.

EXAMPLES OF FUNCTIONS

Essential Functions

Prepare and set up equipment for laboratory sessions and class demonstrations according to the instructions of the faculty; return equipment from laboratory sessions and class demonstrations in a timely fashion.

Acquire, control, safely store, operate, maintain, and, repair inventory of laboratory equipment, and materials. This may include hazardous materials.

Ensure appropriate storage, handling and disposal of hazardous materials and equipment; provide appropriate documentation as required by government agencies.

Keep records related to operation of the labs and stockroom, including hazardous waste storage and disposal records and MSDS information.

Coordinate, train and supervise student employees; provide appropriate student safety training; maintain records of training.

Perform regular inspections of all laboratory equipment, storage areas, and safety equipment in stockrooms and labs.

Perform and/or arrange for maintenance and repair of laboratory equipment; design/construct special equipment or models as needed; perform complex fabrication, repair, and maintenance of instruments, machinery, electromechanical, and electronic devices and other lab equipment.

Maintain accurate inventory of equipment, supplies and materials-.

Perform software and hardware computer tasks including but not limited to: set-up computers and peripherals, ready them for specific purposes, ready computer projectors and monitors for class use; check for viruses; research, order, install and operate software programs for the lab.

Perform complex software and hardware repair and maintenance of networked and freestanding computers, peripherals and data acquisition equipment.

Assist instructors with technology and computer use in the classroom.

Specify, order, set-up, and maintain servers with client computer, staff, and student accounts.

Coordinate the scheduling and use of facilities and equipment with other technicians and faculty.

Promote safe laboratory conditions and practices; follow all standard safety procedures during work; recognize/help rectify any potential safety problems by performing routine inspections of equipment and the laboratory environment .

Create/update observation field trip lists and instructions as required; organize field trip logistics; transport students, student aides, field observational or experimental equipment to field sites.

Monitor laboratory plumbing, utilities, ventilation, and fume hoods; report problems promptly to Maintenance Supervisor.

Participate in division meetings and assist department faculty in writing Action Plans, Instructional Equipment Requests, and Program Review.

Develop and maintain laboratory budgets in coordination with faculty.

Participate in required safety trainings.

Assist in the development of new laboratory procedures; serve as resource person to instructors; recommend laboratory equipment and supplies.

Participate on committees as required.

Maintain accurate fiscal and vehicle registration records.

Other Duties

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience:

Any combinations of education, training, and experience which would indicate possession of the required knowledge and abilities listed herein. For example, completion of two years of college course work in Automotive or a closely related field, and two years of recent experience which provided specific demonstrable knowledge of and skills in the automotive repair and maintenance field.

Knowledge

Knowledge of: the subject matter, terminology, properties, laboratory techniques, specialized instruments, equipment and materials to be used; response methodology to chemical spills and other laboratory accidents, and the current regulations and recommendations for the safe handling, storage, and disposal of hazardous materials; basic needs and requirements of students in the area to which assigned; methodology for individualized instruction; computer applications including word processing, database management and industry software as required to fulfill the requirements of the job.

Abilities

Ability to: work with little supervision; prioritize tasks and multitask; carry out oral and written instructions; use specialized instruments, equipment and machinery; perform experiments and demonstrations; communicate satisfactorily in both oral and written form; demonstrate an understanding, patient, and receptive attitude toward student learning; use appropriate and correct English spelling, grammar, and punctuation; perform mathematical calculations with speed and accuracy; accurately and effectively use word processing and database management

and other industry software programs as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Moderate to heavy physical effort; frequent standing and walking; periodic handling of parcels or supplies up to 50 lbs. Work environment includes indoor/outdoor work with periodic exposure to environmental extremes; some exposure to hazardous materials; occasional climbing of ladders and overhead work.

Work Schedule

Work schedules may require nights and weekends

Licenses and Certificates Required

Valid California Driver's license in appropriate class for vehicle(s) used.