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| Position: Instructional Associate – Toolroom | Position Number: |
| Department/Site: Tool Room | FLSA: Non-Exempt – (Classified CSEA) |
| Reports to: Director, dean, or other administrator in assigned area | Salary Range: 21 |

BASIC FUNCTION:

Under the direction of the Dean of Academic Affairs, control parts, tools and supplies in an assigned instructional lab involving automotive repair, machine shop, carpentry and welding; assist students in a lab setting with technical instructions on the safe use of power equipment and hand tools.

REPRESENTATIVE DUTIES:

Inventory methods, procedures and record-keeping.

Operation, uses, care, calibration, repair and maintenance of automotive, carpentry, welding and machine shop tools, parts and equipment.

Bending at the waist.
Dexterity of hands and fingers to operate equipment.
Reaching to demonstrate repair techniques.
Standing for extended periods of time.

HAZARDS:

Working around and with machinery having moving parts.

Exposure to fumes and gases from vehicle operation and exposure to fluids treated as hazardous waste.