

## VOCATIONAL EQUIPMENT ASSISTANT

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	51	07/01/2017	Classified	1 of 2

### DEFINITION

To perform work involving the coordination and maintenance of assigned department equipment and facilities.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assists in the preparation of appropriate laboratory spaces and equipment as requested.
- Assists in the storing, issuing and inventory of equipment for use by departmental programs.
- Inspects equipment and facilities for needed repairs; performs maintenance as identified.
- Issues equipment to laboratory students as needed.
- Maintains accurate records in the assignment of facilities, equipment and supplies.
- Cleans and disinfects department facilities and related areas.
- Maintains an adequate inventory of daily supplies and arranges storage area.
- Moves and arranges equipment; may set up equipment/facilities for special classes.
- Assists instructors with equipment maintenance as needed.
- Routinely examines laboratory area for safety related issues and remedies; reports to supervisor as needed.
- Provides periodic support for special events that require use of departmental facilities.
- Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Methods, materials, techniques and tools for maintaining laboratory equipment and facilities.
- Equipment, materials and supplies used in assigned department.
- Safe work practices and safe operation of equipment.
- Principles and practices of basic record-keeping.
- Basic mathematical principles.
- Modern software applications (Microsoft Office Suite, etc.).
- Processes of disinfecting and sanitizing assigned areas.

Skill/Ability to:

- Meet assigned timeframes.
- Perform heavy physical labor; lift and move equipment.



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- Communicate effectively, both orally and in writing.
- Maintain and repair department equipment.
- Identify cleaning agents and handle them appropriately.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

**EXPERIENCE AND TRAINING**

- Two (2) years of experience performing equipment maintenance and/or custodial duties.

**EDUCATION/LICENSE OR CERTIFICATE**

- Possession of a high school diploma/GED or the equivalent.

Adopted: 07/01/17