

DESERT COMMUNITY COLLEGE DISTRICT

ECONOMIC AND WORKFORCE DEVELOPMENT TRAINING TECHNICIAN **DESERT ENERGY ENTERPRISE CENTER (DEEC)**

BASIC FUNCTION

Under the direction of an assigned supervisor, support College of the Desert's Economic and Workforce Development activities, assist in the implementation of assigned programs, services, and industry partnership activities, including energy and transportation related training and technology demonstrations. Assist in the preparation and presentation of classroom and laboratory materials; schedule, maintain, and issue space, supplies, and equipment utilized for training purposes; assist supervisor and subject matter experts with administrative functions.

REPRESENTATIVE DUTIES

1. Assist trainers in the preparation and presentation of classroom and laboratory materials and equipment; set up and break down supplies and equipment according to instructions. *E*
2. Reinforce training concepts and procedures by tutoring students individually or small groups in a variety of laboratory, classroom, and tutorial situations; oversee students in laboratory environments. *E*
3. Ensure safety and security of training materials and equipment according to established safety and shop hazard guidelines. Maintain and perform minor maintenance on equipment as assigned. *E*
4. Maintain storage areas, laboratory and classroom environments in safe, clean and orderly conditions according to established procedures and direction. *E*
5. Receive, store and maintain training materials and equipment; order and distribute laboratory and classroom supplies and materials; maintain accurate inventory for the various programs; issue and receive training materials and equipment for assignments. *E*
6. Administer and score tests as assigned; maintain student record and test files; maintain test security, gather information and compile reports as requested. *E*
7. Operate a variety of laboratory and classroom equipment including, but not limited to hand, electrical and pneumatic tools, crane or lift, pallet jack, fork lift, compressor, shop vacuum, and audio visual equipment. *E*
8. Open and close classrooms, offices and laboratories. *E*
9. Ensure that the handling, storage and disposal of hazardous and universal waste is conducted in compliance with all Federal, State, and County regulations. *E*
10. Operate a computer, applicable software and standard office software. Perform minor updates to maintain functionality of computers and laptops. *E*
11. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, procedures and equipment related to electricity, power generation, or alternative energy technologies and assigned subject areas; laboratory equipment and materials safety regulations involving area of specialty; Federal, State, and County regulations related to hazardous materials storage, handling and disposal; hand, electrical and

pneumatic tools; record-keeping techniques; correct English usage, grammar, spelling, punctuation and vocabulary; District organization, operations, policies and objectives; technical aspects of field of specialty; oral and written communication skills; interpersonal skills using tact, patience and courtesy.

Ability to: Perform specialized and technical duties to assure efficient laboratory and classroom operations; provide information and assistance to students and trainers; assure the care and security of assigned areas, equipment, materials and supplies; maintain training equipment in proper working order; issue and receive equipment and supplies; plan and organize work; understand and follow oral and written directions; work independently with little direction and limited supervision; communicate effectively both orally and in writing to exchange information; demonstrate a sensitivity to and relate to persons with diverse socio-economic, cultural, ethnic, gender, ability, and sexual orientation backgrounds; establish and maintain effective working relationships with others; meet schedules and time lines; maintain records and prepare reports; operate or learn to operate laboratory and classroom equipment including, but not limited to hand, electrical and pneumatic tools; crane or lift, pallet jack, fork lift, compressor, shop vacuum, and audio visual equipment; operate a computer and applicable software; research new methods, materials and equipment related to assigned subject area; reach overhead, above the shoulders and horizontally; bend at the waist; kneel and crouch; stand for extended periods of time; lift and carry to 50 pounds unassisted for a distance up to 100 feet; ascend and descend ladders and stairs up to 15 feet.

EDUCATION AND EXPERIENCE

Any combination equivalent to graduation from high school, supplemented by successful completion of some college level coursework with a grade of “C” or better in a related subject area and four years of experience in at least one of the following areas, electricity, power generation, or alternative energy technologies.

LICENSES AND OTHER REQUIREMENTS

Valid California driver’s license and must have an acceptable driving record current vehicle insurance meeting State of California requirements. Possess or ability to obtain OSHA Safety Certificate within 6 months of employment. May be required to obtain a fork lift operator’s certificate or other safety credentials.

WORKING CONDITIONS

Environment: Industrial, classroom and office environments. Drive a vehicle to conduct work. Subject to exposure to chemicals and other harmful substances. Ability to adjust work schedule according to program and course scheduling needs, including occasional weekends.

EMPLOYMENT STATUS

Bargaining Unit Position

E=Essential Functions

Range 9

Approved 10-21-11