



## Laboratory Assistant II – Welding

Classified Range: 42

Board Approved: 02/09/23

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Provides laboratory and program assistance to students and faculty within the Welding program.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Working from the knowledge of the subject area, reference materials, course outline, and without specific instructions, sets up and prepares class demonstration, projects, and qualification testing.
2. Assists in the demonstrations of welding, fabrication, and inspection techniques.
3. Assembles supplies and sets up equipment used in class demonstrations and assignments, such as welding machines and oxy fuel torches and manifolds
4. Practices and demonstrates the safe and effective use and operation of a variety of equipment and tools used in the Welding Technology programs.
5. Assists with the design, construction, and modification of new and existing equipment such as filler wire dispensers, material storage racks, welding positioners and forges.
6. Issues supplies, materials, and equipment used for lab sessions; maintains records and facilitates the return of supplies and equipment checked out to students.
7. Operates, inspects, adjusts, calibrates, and makes minor repairs on equipment and tools used in welding and welding inspection labs; schedules maintenance for equipment as necessary.
8. Keeps stockroom orderly and clean; coordinates the recycling of used scrap metal.
9. Maintains inventory records of supplies, material and equipment and prepares inventory reports and requisitions; maintains expenditure records and provides data for budget estimates.
10. Places orders to vendors, receives, and stocks materials, supplies, and equipment for the use of Welding Technology programs; coordinates and assists in receiving donations of scrap metal and supplies.
11. Assists in maintaining security of laboratories, laboratory equipment, supplies, and materials.
12. Monitors production of and collects hazardous waste materials and toxic chemicals resulting from lab classes; collects and properly stores hazardous waste.
13. Performs other duties related to the primary job duties.



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### **MINIMUM QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **CORE COMPETENCIES:**

##### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

##### **Fact Finding**

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

##### **Adaptability**

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

##### **Attention to Detail**

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

##### **Listening**

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately\*\*

##### **Using Technology**

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

##### **Customer Focus**

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer



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- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

### Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information \*\*

### Professional and Technical Expertise

- Applying technical subject matter to the job \*\*
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization\*\*

### Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

### Education and Experience Guidelines

#### Education/Training:

An Associate's degree or the completion of sixty (60) semester units of college-level coursework that includes a minimum of twenty (20) semester units in welding technology or a closely related field.

#### Experience:

Two (2) years of welding experience with one or more welding process(s) recognized by the American Welding Society.



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### **License or Certificate:**

Valid CA driver's license

Possession of or ability to obtain a forklift certification.

### **Equivalency Provision:**

In the absence of an Associate's degree or the completion of sixty (60) semester units of college-level coursework that includes a minimum of twenty (20) semester units in welding technology or a closely related field, equivalent to the completion of high school and three (3) years of welding experience with one or more welding process(s) recognized by the American Welding Society is qualifying.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a classroom/laboratory setting; exposure to noise, smoke, fumes, gases, heat, electrical energy, sharp edges, molten metal, sparks, fire, extensive handling of metals.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to heavy amounts of weight up to 50 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range and ability to distinguish color with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.