

JOB TITLE: Instructional Program Assistant, HVAC

DEPARTMENT: HVAC

LOCATION: Main Campus

REPORTS TO: Faculty Program Coordinator, HVAC

FLSA: Non-Exempt

LEVEL: 105

DATE: 12/17/18; 07/01/2013

POSITION SUMMARY: Responsible for providing support services for HVAC laboratory set-up and demonstrations, including maintaining the equipment and inventory records for the laboratory and equipment.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Associates degree in HVAC or related field and one year related experience required; must have EPA Certification.

ESSENTIAL TASKS: *Employee must be able to perform the following functions to the satisfaction of the employee's supervisor.*

- Set up and store laboratory materials, equipment, and other related items, which may involve examination of exercises and demonstrations as described in manuals and textbooks to determine if the proposed exercise can be performed as written or modified to fit available equipment. Follow all safety regulations.
- Schedule preparation and set-up of laboratory exercises and demonstrations based on instructors' syllabi including preparing and setting up equipment deemed to be too hazardous for students to handle.
- Instructor(s) will discuss modifications in lab set-ups, and how to develop labs to demonstrate particular equipment, exercises or concepts.
- Maintain the laboratory storage facility and an orderly storage area.
- Store and dispose of hazardous wastes using procedures that insure safety and legal restrictions are met; assist in informing faculty and staff of proper procedures. Maintain documentation in an organized, accessible fashion.
- Assist with maintaining the laboratory in a clean and orderly fashion; maintain records on pieces of equipment. Maintain records of any equipment stored at off-campus storage locations.
- Prepare, receive, unpack, and store apparatus, supplies, and special equipment, maintaining a permanent inventory record system of the kind, number, and costs of articles.
- Consult instructor about making minor repairs as needed and/or coordinating repairs with outside agencies as required.
- Assist faculty in the supervision of students in the laboratory and the oversight of their progress. Document progress as needed.
- Assist in preparation of appropriate laboratory budget, assure that expenditures are within budget, collect specifications and bids and meet with department agents to approve bid items.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, excellence, dignity, accountability, environmental responsibility and global citizenry.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

KNOWLEDGE, SKILLS, and ABILITIES: Well developed interpersonal skills to relate effectively with students from a variety of backgrounds, including patience with under-prepared and demanding students; basic electrical knowledge and experience required; demonstrated ability to use hand and power tools; familiarity with safety procedures in the HVAC lab.

COMMUNICATION SKILLS: Verbalize understanding of a problem or situation, ask relevant questions for clarification, and explain it to others; well-developed written communication skills; communicate diplomatically, clearly, and effectively with students and co-workers verbally and by telephone using the English language; ability to present materials effectively to individual students or groups.

EQUIPMENT AND SOFTWARE: Current information technology and adaptive technology used by the college and department, including but not limited to, Microsoft Office, Outlook; utilize a variety of HVAC equipment; utilize and operate tools; HVAC Trainer Lab.

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.*

- **PHYSICAL DEMANDS:** While performing tasks of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to sit. The employee frequently must squat, stoop, or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb ladders. The employee is frequently exposed risk of electrical shock, mechanical hazards, explosive hazards, burn hazards, chemical hazards. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **WORK ENVIRONMENT:** The work environment described here is representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors and will occasionally work outdoors; the employee is regularly exposed to risk of electrical shock, mechanical hazards; the employee must be able to meet deadlines with severe time constraints; the noise level in the work environment is usually moderate; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITIONS SUPERVISED: None

SIGNATURES: I have read the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*