



## Toolroom/Instructional Equipment Technician



### KEY ROLES/RESPONSIBILITIES

Under the direction of an assigned Dean or supervisor, maintains and makes moderately complex repairs to tools and equipment in an assigned studio, lab, or other instructional-related facility. Incumbents in these positions also check tools in and out to students and faculty, recommend new and replacement equipment, and purchase and keep an inventory on all necessary tools and equipment for their assigned areas. Work at this level requires substantial knowledge in the operation and repair of tools and equipment in the designated specialty area.

### ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

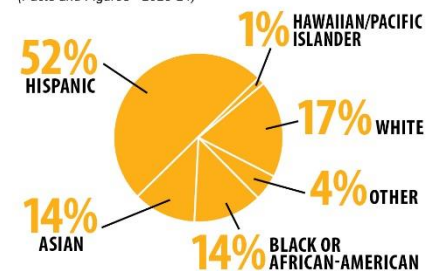
As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. substantial transformation campus-wide.

### MISSION STATEMENT

*El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.*

### STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



# TOOLROOM/INSTRUCTIONAL EQUIPMENT TECHNICIAN

**Division:** Industry & Technology

**Posting Closing Date:** 04/24/25

**Req:** C2425-018

**Position Type:** Classified

**(IN-HOUSE OPPORTUNITY OPEN TO ALL CURRENT EL CAMINO COLLEGE EMPLOYEES ONLY)**

## REPRESENTATIVE DUTIES

Perform moderately complex repair and maintenance on tools and equipment.

Repair and maintenance of a wide range of shop equipment, parts, and tools.

Repair and maintenance of electronic equipment used in classroom studios, labs, or other instructional-related facility.

Adjust, calibrate, and assure proper operation of tools and equipment used in assigned area; configure and/or repair computer hardware and install and upgrade various software programs.

Check out tools, equipment, and supplies to students in an assigned area.

Operate specialized hand and power tools and equipment in accordance with health and safety regulations.

Collaborate with supervisor and provide input during budget preparation including making projections regarding tool and equipment needs for the year.

Recommend new and replacement tools and equipment as necessary and research which vendors offer the best products for the best price.

Set up labs for classroom work, assist students with operation of tools and equipment while in the lab, and monitor the labs for safety hazards.

Purchase all necessary supplies for assigned area and is responsible for organizing, preparing, and keeping an inventory on all tool room equipment and supplies.

Maintain current knowledge on new tools and equipment and technological advances in assigned area.

Perform other related duties as assigned or as requested.

## JOB QUALIFICATIONS

### Education and Experience:

High school diploma or GED.

Three (3) years of experience with the operation and repair of equipment and tools in specialty area.

## OTHER QUALIFICATIONS

### Knowledge/Areas of Expertise:

Intricate knowledge of tools and equipment in specialized area in order to perform the job at a fully competent level.

Nomenclature and terminology used in assigned area.

Inventory control procedures.

Proper method of storing materials, equipment, and supplies.

Health and Safety Regulations.

### Abilities/Skills:

Basic computer skills.

Ability to operate industrial equipment in a classroom, lab, studio, or other instructional facility.

Ability to maintain accurate and up-to-date records.

Ability to understand and consistently follow policies and procedures.

### **WORKING CONDITIONS**

Extended periods of time standing.

Working closely with tools and equipment that may cause personal injury if not used appropriately.

Ability to carry up to 50 lbs.

Ability to move from one work area to another as needed.

### **CLOSING DATE: THURSDAY, APRIL 24, 2025 at 3:00 P.M.**

**SALARY: Starting salary is \$5,574 per month.** Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$7,149 per month).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

### **CONDITIONS OF EMPLOYMENT**

This is a full-time, twelve-month classified staff position subject to a probationary period. Working Hours: Must be available to work during certain shifts as required, Monday through Saturday, 7:00 AM to 10:30 PM (morning, afternoon and/or evening shifts, including split shifts).

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

### **ADA ACCOMMODATIONS**

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](https://www.maxient.com)

### **BENEFIT HIGHLIGHTS**

#### **Health, Life, Dental and Vision Insurance**

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

#### **Sick Leave and Disability**

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

## Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

## Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

## TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.

**IMPORTANT NOTE:** Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at [hr@elcamino.edu](mailto:hr@elcamino.edu).

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

## FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

### El Camino College

#### HR Service Partner

Robert Swain

310-660-3593, Ext. 3473

[rswain@elcamino.edu](mailto:rswain@elcamino.edu)

16007 Crenshaw Boulevard

Torrance, CA 90506

### JEANNE CLERY CAMPUS SAFETY ACT

*In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.*

### EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*