AUTO SHOP COORDINATOR
JOB #CCC971
$3,772 - $4,577 per month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: January 20, 2009
CLOSING DATE: February 11, 2009
POSITION LOCATION: Cypress College Automotive Technology Shop/Lab
SCHEDULED SHIFT: 7:00 a.m. - 4:00 p.m., Monday through Friday
(Schedule and shift are subject to change in accordance with department needs.)
STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for organizing, coordinating, and overseeing the functions and activities of an instructional automotive program repair shop on a campus; and operating and maintaining specialized test and repair equipment. Organize and coordinate the day-to-day operations of an auto shop; assure the security of assigned equipment and areas; organize and operate the parts department; requisition, receive, inspect, store, label and issue standard auto parts. Handle automotive service requests; prepare repair orders; tag car keys and refer to instructional staff. Operate and maintain a wide variety of specialized automotive test and repair equipment. Clean and perform preventive maintenance on auto shop equipment and tools. Prepare teaching aids and oversee the disassembly of cars for laboratory components; assist students with diagnoses and repairs. Maintain auto shop in a clean and orderly condition; clean and overhaul shop equipment and service areas. Communicate with vendors and utilize automotive catalogs to locate and purchase special-order parts and accessories; communicate with campus and District personnel regarding requisitions, cash receipts and the status of work in progress. Monitor the auto shop budget and expenditures; prepare purchase requisitions and maintain shop billing records; collect student fees and payments for parts. Prepare and maintain a variety of records and reports related to auto shop expenditures, inventory, equipment, supplies, billing and service requests; prepare surplus lists and order adequate supplies and materials for instructional use. Process required paperwork for the Department of Motor Vehicles; process donations of cars and equipment. Train and provide work direction and guidance to others as directed; assist in the supervision of students involved in auto shop activities. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience: Two (2) years of college-level course work in automotive repair or closely related technical field. Minimum three (3) years increasingly responsible experience in the operation of an automotive repair shop, including supervisory experience.

Special Requirements: A valid California Driver License.

Training Requirements: After hire, the following training must be completed: Hazard Communication, Industrial Truck/Forklift Certification, Utility Cart Certification.

Ability to: Organize and coordinate the daily activities and functions of an auto shop; operate and maintain specialized tools and equipment used in the repair and servicing of cars and trucks; perform skilled duties in the maintenance and repair of vehicles; utilize automotive parts catalogs and professional trade books; operate a variety of office equipment; make arithmetic calculations quickly and accurately; meet schedules and time lines; train and direct the work of others; understand and follow oral and written directions; communicate effectively orally and in writing; establish and maintain effective working relationships with others.
Knowledge of: The methods, equipment and materials used in vehicle and equipment repair and maintenance; organization and operation of an automotive repair shop; professional service trade books such as the Mitchell Guide; methods and equipment used in the repair of mechanical and electrical problems and failures on cars and trucks; record-keeping techniques; health and safety regulations; technical aspects of field of specialty; applicable computer software programs.

WORKING RELATIONSHIPS
The Auto Shop Coordinator maintains frequent contact with various departments, staff, automobile owners, and outside vendors.

WORKING CONDITIONS
Auto shop environment; subject to heavy lifting (up to 70 pounds unassisted), repetitive bending and repetitive use of hands and arms, long periods of standing and exposure to hazardous chemicals and fumes.

APPLICATION PROCEDURE

- **DISTRICT CLASSIFIED APPLICATION REQUIRED**
  
  - Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. 
  - All mandatory supplemental forms must be completed, signed and returned with the application.

Applications may be downloaded at [www.nocccd.edu](http://www.nocccd.edu), or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC971, Auto Shop Coordinator, in all correspondence. You may include cover letters, resumes, letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission. **THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.**

Mail or deliver your application packet in person to:

**North Orange County Community College District**
Human Resources, 9th Floor
1830 West Romneysa Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE
Completed applications must be received in the Human Resources office on or before **February 11, 2009, 5:00 p.m.** (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written and/or practical exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

**THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**