

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Auto Shop Coordinator	Range:	41
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

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.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Organizes and coordinates the day-to-day operations of an auto shop; assures the security of assigned equipment and areas; organizes and operates the parts department; requisitions, receives, inspects, stores, labels and issues standard auto parts.
2.	Handles automotive service requests; prepares repair orders, tags car keys and refers to instructional staff.
3.	Operates and maintains a wide variety of specialized automotive test and repair equipment. Cleans and performs preventive maintenance on auto shop equipment and tools.
4.	Prepares teaching aids and oversees the disassembly of cars for laboratory components; assist students with diagnoses and repairs.
5.	Maintains auto shop in a clean and orderly condition; cleans and overhauls shop equipment and service areas.
6.	Communicates with vendors and utilizes automotive catalogs to locate and purchase special-order parts and accessories; communicates with campus and District personnel regarding requisitions, cash receipts and the status of work in progress.
7.	Monitors the auto shop budget and expenditure; prepares purchase requisitions and maintains shop billing records; collects student fees and payments for parts.
8.	Prepares and maintains a variety of records and reports related to auto shop expenditures, inventory, equipment, supplies, billing and service requests; prepares surplus lists and order adequate supplies and materials for instructional use.
9.	Processes required paperwork for the Department of Motor Vehicles; processes donations of cars and equipment.
10.	Trains and provides work direction and guidance to others as directed; assists in the supervision of students involved in auto shop activities.
11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

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

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

SPECIAL REQUIREMENTS

A valid California Driver's License

TRAINING REQUIREMENTS

Hazard Communication
Industrial Truck/Forklift Certification
Utility Cart Certification

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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.
