

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## De Anza College

### Machine Tool Technician

Job #07-052

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for **Machine Tool Technician, Applied Technologies, De Anza College**.

#### **DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Under the direction of the Dean, Applied Technologies, and the Machining and Computer Numerical Control (MCNC) Department Coordinator, perform a variety of technical duties required to maintain college machine tools laboratories. Maintain inventory and issue laboratory supplies and equipment. Analyze and prioritize laboratory and faculty needs. Install, maintain, inspect, relocate, level, align and evaluate machine tools in the laboratory. Repair, upgrade, and manufacture basic repair parts for machine tools as necessary. Design, construct and maintain visual aids for classroom and laboratory use. Setup and maintain computer-aided machine tools and computer lab equipment as directed. Prepare and submit purchase requisitions. Maintain inventory of equipment and supplies. Assure proper storage of equipment and hazardous waste materials. Maintain haz-mat records in compliance with OSHA requirements. Administer a variety of records related to Applied Technologies including material and equipment records. Maintain and upgrade computers and related software, hardware and peripheral equipment. Operate a variety of machine tools including lathes, mills, CNC machines, welding machines, grinders and other equipment. Provide information to students, faculty and staff. Assist and monitor students in the laboratory. Provide assistance with the annual budget preparation. Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to an Associate's degree in machine tool technology or related field.
3. Two years experience as a machine tool technician or related instructional laboratory experience.

#### **PREFERRED QUALIFICATIONS:**

1. Knowledge of the technical aspects of the machine tool field.
2. Knowledge of machinist methods at the journey-level.
3. Knowledge of machine tools, equipment, materials and supplies.

4. Knowledge of machine tool laboratory techniques and procedures.
5. Ability to use interpersonal skills with tact, patience and courtesy.
6. Ability to understand and follow oral and written instructions.
7. Ability to setup, maintain, repair, and operate conventional and computer-aided machine tools.
8. Ability to setup and maintain a computer lab; connect computers and peripherals to a network, install software, troubleshoot and replace computer components, and setup student accounts.
9. Ability to operate a computer and use software such as Word and Excel.
10. Ability to maintain an Internet web site.
11. Ability to meet schedules and timelines.
12. Ability to properly handle hazardous materials and maintain haz-mat log books per OSHA regulations.
13. Ability to maintain inventory and issue laboratory supplies and equipment.
14. Ability to establish and maintain cooperative and effective working relationships with others.
15. Ability to design, manufacture and maintain visual aids for instructional use.
16. Ability to communicate effectively both orally and in writing.

#### **APPLICATION MATERIALS:**

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://www.fhda.edu) or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Machine Tool Technician.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

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#### **CONDITIONS OF EMPLOYMENT**

**Salary:** \$4,234.18 per month plus benefits; level N-50

**Position:** Full-time, Permanent, 11 months per year

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://www.fhda.edu>