

POSITION ANNOUNCEMENT**AUTOMOTIVE LAB COORDINATOR**

Perry Technical Institute is accepting applications for an Automotive Lab Coordinator. This is a 12 month hourly position in the Automotive Technology Department. This position will report to the Automotive Technology Department Head.

Established in 1939, Perry Technical Institute is a private, non-profit educational institution which offers specialized technical training programs. The school's mission is to provide industry with well-trained workers and to equip students with the knowledge, attitudes and skills needed for jobs that offer family supportable wages, benefits and chances for advancement. Perry Technical Institute is located in South Central Washington, 144 miles southeast of Seattle, Washington and 188 miles northeast of Portland, Oregon. The school is located in a semi-rural multicultural community of about 79,000 people.

Under the direction of the Automotive Technology Department Head the Automotive Lab Coordinator is responsible for tool inventory control, parts acquisition, repair order processing and lab setup.

WORKING CONDITIONS:

Duties are performed in an automotive shop setting. Working effectively and collaboratively in a team environment is a must.

This is a non-exempt, full-time, regular position with standard hours of 10:00 AM to 7:00 PM. Overtime may be required as necessary.

SALARY RANGE: DOQ**MINIMUM QUALIFICATIONS:**

- ❖ Experience working in the automotive industry,
- ❖ Ability to communicate effectively and to interface with students and staff in a professional, approachable manner,
- ❖ Must have a valid driver's license and consent to a motor vehicle record check,
- ❖ Must be willing to consent to a drug test.

PREFERRED QUALIFICATIONS:

- ❖ Computer skills,
- ❖ Three years automotive industry experience.

ESSENTIAL JOB FUNCTIONS:

- ❖ Schedule customer work into simulated repair lab following course outline and student training plan.
- ❖ Create repair orders using electronic information system.
- ❖ Mentor students on the correct documentation of repair orders.
- ❖ Order parts and supplies as needed.
- ❖ Check tools out of tool room and verify working order of tools when returned.
- ❖ Assist instructors with lab and demonstration setup.
- ❖ Any additional tasks as directed by the Department Head.

Additional Information on second page of this notice

APPLICATION PROCEDURE:

Only individuals submitting complete application files will be considered for this position. A complete application file consists of the following items:

1. An official Perry Technical Institute Employment Application.
2. A letter of intent addressing the applicant's experience, training, and education levels as they relate to the minimum and preferred qualifications.
3. Current resume.
4. Names and contact information for three professional references.

Applications are available from the Administration Office between the hours of 6:30 a.m. to 5:30 p.m. or Human Resource Department between the hours of 7:30 a.m. to 4:15 p.m. Monday through Thursday.

Human Resource Services Department
Perry Technical Institute
2011 W. Washington Ave
Yakima, WA 98903

Phone: (509) 453-0461 x.248

FAX: (509) 453-0783

E-mail: human.resources@perrytech.edu

This position will remain open until filled.

NOTICE TO APPLICANTS:

If you need special accommodations throughout the application and interview process, make requests for accommodations by calling (509) 453-0461 x.248.

Consistent with provisions of the Immigration Reform and Control Act, Perry Technical Institute hires only U.S. Citizens and Aliens authorized to work in the United States. As a condition of employment, new employees must provide acceptable proof of identity and employment eligibility.

Candidates will be subject to a Criminal History Background Check as a condition for consideration of employment.