

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 113
RANGE: 127
NON-EXEMPT

APPLIED TRADES TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director, Career Technical Education Charter (CTEC) High School, serve as a technician and technical skills trainer, playing a key part in supporting CTEC's hands-on learning environment; ensure all lab, shop, and classroom equipment is properly maintained, calibrated, and ready for instructional use; work closely with instructors to support student learning by demonstrating proper tool use, safety procedures, and industry-standard techniques; and bridge the gap between classroom instruction and real-world application by offering expert guidance rooted in current industry practices.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist instructors by providing small groups and individual technical support to reinforce learning.
- Assist instructors in the development and delivery of mandatory safety training and practical assessments for all students before they are permitted to use equipment.
- Assist instructors to maintain and inspect all shop safety equipment, including fire extinguishers, first-aid kits, and eyewash stations; maintain accurate records of safety training, incidents.
- Assist instructors with shop cleanliness and organization protocols to ensure a safe, orderly, and efficient learning environment.
- Collaborate with instructors to design, fabricate, and prototype instructional aids, sample projects, and solutions for student assignments.
- Collaborate with instructors to prepare lab equipment, tools, and materials for daily instructional use, including setting up specific projects or demonstrations.
- Conduct and document regular safety audits of all labs, shops, and work areas to identify and promptly correct potential hazards.
- Coordinate with external vendors for specialized equipment repairs, calibrations, and certifications that cannot be performed in-house, as assigned; maintain detailed logs of all maintenance history and repairs.
- Develop and implement a comprehensive preventive maintenance schedule for all shop and lab equipment, including Computer Numerical Control (CNC) machines, welders, 3D printers, and construction tools.
- Manage and maintain inventory of all program-related consumables, tools, and raw materials, including sourcing, ordering, and organizing supplies.
- Manage, maintain, and troubleshoot program equipment while ensuring all shop and lab equipment are safe to use.
- Manage the storage, handling, and disposal of hazardous materials, such as solvents, chemicals, compressed gases, and welding fumes, in accordance with safety and environmental regulations.
- Serve as a skilled technician in areas such as Computer Numerical Control (CNC) operation, 3D printer maintenance and operation, welding, fabrication, laser cutting/engraving, and related technologies.
- Support construction-based programs in framing, electrical, plumbing, and other building trades.

- Train and guide students in the safe and effective use of tools, machinery, and materials.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.
- Travel within Fresno County and/or statewide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Fundamentals of construction trades including framing, electrical, and plumbing.
- Operation, maintenance, and calibration of equipment such as CNC machines, 3D printers, welders, and laser cutters.
- Trade-specific tools, machinery, and materials used in modern manufacturing and construction.
- Workplace safety and industry standards.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Communicate technical concepts and mentor students effectively in an applied, hands-on setting.
- Read and interpret technical manuals, schematics, and blueprints to diagnose and repair equipment.
- Safely operate and demonstrate all applicable equipment, including various welders, machine shop tools, and power tools.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.

- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Completion of 48 semester units, an Associate's degree or higher or taken and passed the CBEST exam or successful completion of a rigorous, local, Paraeducator Academic Assessment.
- Formal training or industry certifications in one or more of the following areas preferred: CNC machining and digital manufacturing, Welding and metal fabrication, 3D printing and additive manufacturing, Laser cutting/engraving technology, Construction trades (framing, electrical, plumbing, etc.).

EXPERIENCE:

- Demonstrated experience in construction, manufacturing or related industries.

LICENSURE AND OTHER REQUIREMENTS:

- OSHA 10 or 30 certification at time of hire or within first six (6) months of initial employment.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodations.
- Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office, classroom, workshop, and manufacturing lab environments.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.

- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) pounds with assistance.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Exposure to loud noises from machinery, dust, and fumes from welding or fabrication.
- Risk of injury from power tools, shop equipment, and construction materials.
- Working with and/or near heated materials, welding equipment, and live electrical components.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 3/18/2026