



2025-2026

# Work Study Position Description

3028 Lindbergh Ave. Bellingham, WA 98225 • (360)752-8351 • fax (360)752-7151 • FinAid@BTC.edu

Department: Process Technology  
Position Title: Shop Technician  
Bellingham Technical College  
Address: 3028 Lindbergh Ave. Bellingham, 98229  
Supervisor: Brian Aries  
Supervisor Contact: baries@btc.edu 360-969-1400  
Site Supervisor: Brian Aries  
Site Supervisor Contact: baries@btc.edu 360-969-1400

## Schedule Guidelines:

- Work Study employees may not exceed the wages and hours referenced in the referral.
- 15-minute break per 3+ hr shift
- After consecutive 5hrs, ½-hour lunch required
- Hours must be submitted and approved by supervisor by payroll deadlines
- Employment subject to continued eligibility
- See referral for additional details

## I. EDUCATIONAL BENEFITS TO BE DERIVED BY STUDENTS IN THIS JOB:

This position supports Process Technology (PTEC) learning outcomes through hands-on work with lab-scale process equipment. The student will apply classroom concepts while practicing safe work habits and industrial standards.

The student will gain experience in:

Safety awareness, PPE use, and basic hazard recognition  
Functional understanding of pumps, valves, heaters, and piping  
Equipment inspection, basic testing, and reliability support  
Lab and tool organization using 5S principles

This role prepares students for PTEC labs, internships, and entry-level process industry roles.

## II. SUMMARY OF JOB:

Under instructor supervision, the work-study student supports PTEC instructional labs by assisting with equipment maintenance and organization.

Duties include:

Supporting lab projects (including the Operator Training Platform build)  
Organizing tools and materials  
CBE course prep  
Light equipment assembly  
Assisting with testing and basic maintenance of pumps, valves, and process heaters  
Supporting repair or build-out of lab-scale process units  
Organizing labs and tool rooms using the department's 5S system  
Cleaning and staging equipment for instructional use  
General lab support

**III. MINIMUM QUALIFICATIONS:**

Basic knowledge of industrial process systems (pumps, valves, piping, heat exchangers, tanks), ability to read, ability to read and interpret Safety Data Sheets, ability to interpret and draw basic P&IDs or process flow diagrams, ability to follow safety procedures and work instructions, interest in hands-on mechanical and process systems, strong safety mindset and hazard awareness, familiar with hand and power tools, willing to follow PPE and lockout/tagout procedures

Preferred Qualifications: enrollment in the Process Technology Program, one or more years of industrial work experience, OSHA 10 (General Industry) certificate

**IV. AVAILABILITY REQUIREMENTS OR EXPECTATIONS:**

Availability to work up to awarded work-study hours per week  
 Schedule coordinated around class and lab commitments  
 Reliability and punctuality required

**V. TYPICAL EQUIPMENT USED:**

Hand tools and basic shop tools  
 Lab-scale pumps, valves, heaters, and piping systems  
 Cleaning and organization tools  
 Basic test and measurement devices (as applicable)

**VI. PHYSICAL REQUIREMENTS:**

Sitting:	X	Walking:	X	Bend at waist:		Climbing Ladders Stairs:	X
Standing:	X	Crawling:		Kneeling/squatting:		Reach above shoulder:	X
Pushing/pulling:	X	Lifting (up to 50 lbs.):	X	Carrying:	X	Repetitive arm/hand movements:	X

**VII. ADDITIONAL NOTES:**

All work performed under direct supervision  
 Safety training and PPE provided  
 Duties are educational in nature and aligned with PTEC learning outcomes

\*\*\*\*\*SFR Office Use Only\*\*\*\*\*

Job Title: Instructional Technician Department: Process Technology Rate of Pay: \$20.09/hour  
 Job Class Code: WS4787 Work Study Administrator: Joy Hicks, JHicks@BTC.Edu, 360-752-8460

**Compensation & Work Schedule:**

Effective 07.01.2025 the hourly pay rate is \$20.09.

Additional benefits include some paid sick leave in accordance with Washington State law and Initiative I-1433.

Sick leave is accrued at 1 hour for every 40 hours worked. Employee Assistance Program (EAP), a free counseling & referral program. Potential flexible schedule. No additional benefits.