



2026-2027 Work Study Position Description

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

Department: Machining
Position Title: Shop Tech.
Bellingham Technical College
Address: 3028 Lindbergh Ave. Bellingham, 98229

Supervisor: Russel Mitchell
Supervisor Contact: rmitchell@btc.edu

Site Supervisor: Jace Johnson
Site Supervisor Contact: jjohnson@btc.edu

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:

Knowledge of machine shop ERP and organizational processes. Knowledge of machine and equipment maintenance and repair.

II. SUMMARY OF JOB:

The student will be charged with maintaining the organization of the shop space. This will include inventory tasks such as engraving part numbers and updating stock values in the ERP system. Inventorying the machine carts and stocking them when necessary. Assisting in machine maintenance and repair as needed. Shop cleaning when needed.

III. MINIMUM QUALIFICATIONS:

Knowledge of machining tooling. Work independently with direction. Comfortable working with and around loud and dangerous machines. Willing to work in an environment full of sharp and oily things.

IV. AVAILABILITY REQUIREMENTS OR EXPECTATIONS:

The applicant should be able to put 8-12 hours in a week. They should be able to follow directions and stay on task. They need to be reliable and consistent in their efforts.

V. TYPICAL EQUIPMENT USED:

Engraving tool, hand tools, wrenches, screw drivers. drills, brooms computers label making machine.

VI. PHYSICAL REQUIREMENTS:

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

VII. ADDITIONAL NOTES:

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

Job Title: Instructional Tech. Department: Machining Rate of Pay: \$ 20.61 /hour
Job Class Code: WS 4787 Work Study Administrator: Joy Hicks, JHicks@BTC.Edu, 360-752-8460

Compensation & Work Schedule:
Effective 07.01.2026 the hourly pay rate is \$20.61.
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.