



JOB DESCRIPTION

Form: HRF5005, Ver. 1, 06/24/2010

DATE: 06/13/2018 POSITION #: PS9978

NAME OF INCUMBENT(S): Robert Bain, Ian Koskinen, Drew Bradford

JOB TITLE: PT Moving Services Associate

DIVISION: Administrative Services

DEPARTMENT: Facilities REPORTS TO (position #): FS9927

STATUS: Please place a ✓, X or highlight the text for the appropriate status and fill-in the blanks.

<input type="checkbox"/> Regular/Continuing	<input type="checkbox"/> Temporary/Grand-Funded
<input checked="" type="checkbox"/> Bargaining Unit: <u>PT-CTU</u>	<input type="checkbox"/> Full-Time (40 hrs); Part-time: <u>28</u> Hours/week
<input type="checkbox"/> Non-Bargaining	<input type="checkbox"/> Individual position or <input type="checkbox"/> Pooled position (more than one employee)

PAY TABLE/LEVEL/GRADE: _____

JOB SUMMARY: *This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.*

This position primarily will assist Moving and Conference Services with setup for LCC West and Downtown Campuses. Provide moving services to various College Departments. Other duties include assist with warehousing of furniture and equipment not in use and setup for event functions. Projects received through online service requests and Moving/Renovation/Changes (MRC) forms.

DIRECT REPORTS: *If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s (add more pages & #s if needed) of those supervised:*

position # _____ position # _____ position # _____ position # _____ position # _____

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements (add more pages if needed). List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.*

- 90 % 1.
 - Assist Moving and Conference Services at LCC West and Downtown Campuses with setups.
 - Duties include movement of furniture, equipment and disposal of college assets.
 - Other duties include setup of tables, stages, platforms and other conference associated items as directed by Conference Services.
 - Work with departmental contacts to assist in relocation/rearrangement/storage/reallocation.

2. Assist with direction of contracted personnel temporarily assigned to Moving Services

10 % 1. Other duties as assigned

CORE COMPETENCIES: *Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.*

Accountability & Dependability

Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight by: showing up to work on time, and follows instructions, policies, and procedures; meeting productivity standards, deadlines, and work schedules. Acknowledges responsibility for mistakes and takes appropriate steps to make correction when appropriate. Meets expectations without making excuses. If problems arise with co-workers, address the issues promptly with the supervisor's assistance when appropriate.

Ethics & Integrity

Maintain high ethical standards. Earns others' trust and respect through consistent honesty and professionalism in all interactions. Keeps promises and commitments made to others. Does the right thing, even when it is difficult. Does not yield to pressure to show bias or manipulate others. Does not misrepresent self or use position or authority for personal gain. Respects the opinions and assessments of others. Maintains confidentiality. Communicates truthfully.

Adaptability & Flexibility

Adapts to changing business needs, conditions, and work responsibilities by: responding positively to change, embracing and using new practices or values to accomplish goals and solve problems; coping well and helping others deal with the ongoing demands of change; sees and shows others the benefits of change; recovering quickly from setbacks, and finding alternative ways to reach goals and objectives.

Stress Management

Maintains composure in stressful or adverse situations by: handling workloads, competing demands, changing assignments, interruptions, and distractions with a positive attitude.

Attention to Detail

Diligently attends to details and pursues quality in accomplishing tasks by: performing tasks thoroughly with care; checking work to ensure completeness; remaining aware and taking care of details that are easy to overlook or dismiss as insignificant.

Customer Focus

Builds and maintains customer satisfaction through custodial services by: seeking ways to improve service delivery; assessing the quality of the services from the customer's point of view; recognizing adverse customer reactions and developing better alternatives; emphasizing a team approach to providing great customer service.

Relationship Building

Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect. Seeks and considers ideas from those who are reluctant to express their points of view. Anticipates and recognizes the concerns of others, even if those concerns are not openly expressed. Diplomatically handles challenging or intense interpersonal situations by: working through difficult or awkward interpersonal situations in a positive and professional manner. Exercises appropriate tact and discretion in conversations and sharing information with others.

Teamwork

Promotes cooperation and commitment within a team to achieve goals and deliverables. Praises the team and its achievement to others. Encourages team unity through sharing information or expertise, working together to solve problems, and putting team success first. Helps remove barriers to team productivity and success.

Safety Focus

Adheres to all workplace and trade safety laws, regulations, standards, and practices. Ensures work is performed in a safe manner at all times. Avoids shortcuts that increase health and safety risks to self or others. Maintains equipment and personal protective equipment in a safe working condition. Checks for and reports potential hazards or breaches of security plans while in the workplace or in the field.

Communication

Listens accurately and actively as well as communicates clearly and effectively with individuals and groups. Communicates clearly and effectively in writing maintaining proper usage and grammar, and is able to review and critique the work of others.

Technology

Ability to operate software programs such MS Outlook, MS Word, MS Excel, MS PowerPoint.

Diversity

The ability to: exhibit tolerance of others; recognize the value of cultural, ethnic, gender, and other differences; understand the differences in and responds appropriately to others in the workplace; demonstrate trust in, sensitivity to, and mutual respect of others; recognize and manage personal biases.

Multiculturalism

Values open-mindedness, inclusion, multicultural perspectives and multiple ways of knowing, thinking and being by: helping create a work environment that embraces and appreciates diversity; sees the value

of cultural, ethnic, gender, and other individual differences in people; strives to eliminate barriers to diversity; fosters a climate of inclusion.

Tact

Diplomatically handles challenging or intense interpersonal situations by working through difficult or awkward situations in a positive and professional manner. Exercises appropriate tact and discretion in conversations and sharing information with others.

Knowledge/Skill/Ability

This position requires strong customer service skills, professionalism and the ability to think critically and respond to stressful situations effectively with diplomacy.

EDUCATIONAL/EXPERIENCE REQUIREMENTS: *Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.*

- Valid driver’s license and good driving record required with less than 4 points
- Experience lifting and moving furniture, equipment, parcels, etc. of at least 21-50 pounds required
- High school graduate required
- Experience driving oversized vehicles preferred.
- General labor, warehouse and/or event setup experience preferred.
- Some college credit preferred.
- Computer experience preferred.

PHYSICAL AND MENTAL REQUIREMENTS: *Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.***

WORK ENVIRONMENT: *Complete the work environment characteristics on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.***

Incumbent’s name (if any) (print)	Incumbent’s signature*	date
Supervisor’s name (print)	Supervisor’s signature*	date
Dean/ELT’s name (print)	Dean/ELT’s signature*	date
Note: * signature means approval; otherwise return for signatures		
Human Resources Rep (print)	Human Resources signature	date

Note: position description to be reviewed annually, upon posting or transfer of person and position

Lansing Community College

ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form . Use the toolbar option to highlight all materials, equipment, and functions below & fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: PS9978 Dated: 8/8/10 Supervisor's Position #: FS9927

Materials Used:

Standard Office Equipment:

Computer keyboard, mouse, screen (either desktop or laptop)

Various software (spreadsheet, word-processing, web-base, other media)

Telephone, blackberry, fax

Copier, collator, reproduction

Standard Trades Equipment:

Carpentry

Electrical

Plumbing

Other repair/maintenance tools, please list: _____

Paper and pencil/pen

Projector and screen

Other, please list:

Mental Functions:

Comparing (compare/contrast data, people, things)

Copying (entering, posting, transcribing data)

Computing (math calculations or carrying out formula operations)

Compiling (gathering, classifying, evaluating data, people, things)

Analyzing (examine, test data, present alternative actions)

Synthesizing (combine data, concepts, interpretations)

Auditory Functions:

Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)

Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people)

Visionary Functions:

Near acuity (at 20 inches or less when minute accuracy is essential)

Far acuity (more than 20 inches when day and night/dark conditions are essential)

Depth perception (3 dimensional vision, judge distances, space)

Color vision (distinguish colors)

Field of vision (up-down and right-left)

Smell and Tasting Functions:

Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:

Climbing

Kneeling

Reaching

Balancing

Crouching

Grasping

Stooping

Crawling

Picking/Typing/Keyboarding

Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time)

Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

setMedium (exert 21-50 lbs of force, walk/stand frequently)

Heavy (exert 51-100 lbs of force, walk/stand routinely)

Very Heavy (exert over 100 lbs of force, walk/stand routinely)

Environmental Conditions:

Weather (rain, snow, wind)

Extreme cold (inside, outside)

Extreme heat (inside, outside)

Extreme noises

Vibrations

Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock)

Confined/restricted spaces