



Staff JOB DESCRIPTION

Form: HRF5005, Ver. 1, Revised 07/12/2013

DATE:	6/4/18	POSITION #:	PS9893
NAME OF INCUMBENT(S):	Matthew Dutcher		
JOB TITLE:	PT Support - Automotive Technology Facilities		
DIVISION:	Technical Careers Division		
DEPARTMENT :	Trades Technology		
PAY TABLE/LEVEL/GRADE:	<i>Enter pay level.</i>	REPORTS TO:	FA9676

STATUS: *Please click the appropriate boxes that apply.*

- | | | |
|---|---|---|
| <input type="checkbox"/> Regular/Continuing | <input type="checkbox"/> Temporary/Limited Duration | <input type="checkbox"/> Full-Time (40 hrs/wk) |
| <input checked="" type="checkbox"/> Bargaining Unit: <u>PTCTU</u> | <input checked="" type="checkbox"/> Individual Position | <input checked="" type="checkbox"/> Part-Time: <u>28</u> Hours/Week |
| <input type="checkbox"/> Non-Bargaining | <input type="checkbox"/> Pooled Position: | |
| <input type="checkbox"/> Provisional/Grant Funded | _____ No. of Employee if this position is pooled. | |

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.)*

The Lansing Community College Technical Careers Division, offering over 30 programs in which we focus on providing students with high quality education and training, including significant hands-on learning opportunities, is seeking experienced, committed, and dynamic support personnel to assist our exceptional students, faculty, and staff. If you seek an opportunity to work with a great team of faculty and staff committed to student success in a professionally driven environment, then consider the following opportunity.

This position is responsible for the daily operation of the automotive lab including, but not limited to, handling materials, purchasing and maintaining lab consumables and supplies, and equipment oversight and maintenance. This position is also responsible for lab cleanliness and organization, equipment change outs, maintaining vendor relations, event coordination, and staying up-to-date on the latest industry equipment. This position also works with students in groups and one-on-one during their class lab time to help them properly operate automotive repair equipment, provide additional instruction on techniques and safety, and help students gain a better understanding of automotive industry standards. Provides support with student surveys as well as with clerical activities. This position provides direction and leadership for PT lab assistants and student employees. Some evening hours may be required.

DIRECT REPORTS: *(If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).*

Direct Report(s):	<i>Click here to enter position numbers. Use comma to separate</i>
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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. 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.*

%	No	Essential Duties and Responsibilities
<u>25</u>	1	Provide support to the faculty by ensuring that equipment and supplies are properly prepared within the lab and classrooms for Automotive Technology faculty and student use within the learning environment.
<u>20</u>	2	Demonstrate to students the proper and safe use of automotive equipment, repair techniques, and proper procedures.
<u>20</u>	3	Purchase and maintain automotive lab consumables and supplies.
<u>15</u>	4	Oversee and maintain equipment for classroom and lab use.
<u>10</u>	5	Demonstrate proper handling of materials.
<u>10</u>	6	Provide direction and leadership for PT lab assistants and student employees.

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.*

The responsibilities of this position include supporting projects for the Automotive Technology Program and special projects for other programs within the Technical Careers Division. The successful candidate will be an advocate for lab safety and be very familiar with Personal Protective Equipment and safe industrial practices.

The successful candidate must have advanced knowledge of automotive repair equipment, be able to repair a variety of vehicles in all eight areas of automotive repair as identified by the State of Michigan and Automotive Service Excellence (ASE), and be able to demonstrate skills and techniques to students. The successful candidate must have excellent communication, problem-solving, and leadership skills to relate to and provide instruction to a diverse population that includes high school and college students, as well as faculty and student staff. He or she will have knowledge of Automotive Service Excellence (ASE) and National Automotive Technicians Education Foundation (NATEF) certifications and credentials.

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.*

REQUIRED:

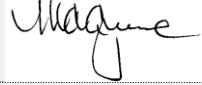
- High School Diploma or GED.
- Relevant experience in a licensed automotive repair facility.
- Computer skills including Microsoft Office Suite required, Database, preferred.

PREFERRED:

- Associate Degree or higher.
- ASE Certifications in G1, A1, A2, A3, A4, A5, A6, A7 and/or A8.
- Documented industry recognized (NATEF) training (current).

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).		Incumbent's Signature*		Date	
Supervisor's Name	<u>Cathy Wilhm</u>	Supervisor's Signature*		Date	
Dean/ELT's Name	<u>Mark Cosgrove</u>	Dean/ELT's Signature		Date	<u>6.14.18</u>
<i>Note: Signature means approval, otherwise return for signatures.</i>					
Human Resources Rep.		HR Rep Signature		Date	
<i>Note: Position description to be reviewed annually, upon posting or transfer of person or position.</i>					

Lansing Community College

ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form. Fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: **PS9893**

Date: **6/4/18**

Supervisor's Position #: **FA9676**

Materials Used:

Standard Office Equipment:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Computer keyboard, mouse, screen (either desktop or laptop) | <input checked="" type="checkbox"/> Paper and Pencil/pen |
| <input checked="" type="checkbox"/> Various software (spreadsheet, word-processing, web-base, other media) | <input checked="" type="checkbox"/> Projector and Screen |
| <input checked="" type="checkbox"/> Telephone, blackberry, fax | <input checked="" type="checkbox"/> Copier, collator, reproduction |

Others, please list:

Standard Trades Equipment:

- | | | |
|------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
|------------------------------------|-------------------------------------|-----------------------------------|

Others repair/maintenance tools, please list:

Mental Functions:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Comparing (compare/contrast data, people, things) | <input checked="" type="checkbox"/> Copying (entering, posting, transcribing data) |
| <input checked="" type="checkbox"/> Synthesizing (combine data, concepts, interpretations) | <input checked="" type="checkbox"/> Analyzing (examine, test data, present alternative actions) |
| <input checked="" type="checkbox"/> Computing (math calculations or carrying out formula operations) | |
| <input checked="" type="checkbox"/> Compiling (gathering, classifying, evaluating data, people, things) | |

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:

- | | | | | |
|--|--|--|--|---|
| <input type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Balancing | <input checked="" type="checkbox"/> Crouching |
| <input checked="" type="checkbox"/> Grasping | <input type="checkbox"/> Stooping | <input type="checkbox"/> Crawling | <input checked="" type="checkbox"/> 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 object; walk/stand occasionally)
 - Medium (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:

- | | |
|---|---|
| <input type="checkbox"/> Weather (rain, snow, wind) | <input type="checkbox"/> Vibrations |
| <input type="checkbox"/> Extreme cold (inside, outside) | <input checked="" type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, |
| <input type="checkbox"/> Extreme heat (inside, outside) | <input checked="" type="checkbox"/> Extreme noises |
| <input type="checkbox"/> Confined/restricted spaces | <input checked="" type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock) |