



Staff JOB DESCRIPTION

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

DATE:	11/16/2018	POSITION #:	PIELTE
NAME OF INCUMBENT(S):			
JOB TITLE:	PT Lab Instructor – Electrical Technology		
DIVISION:	Technical Careers		
DEPARTMENT :	Utility and Energy Systems – Electrical Technology		
PAY TABLE/LEVEL/GRADE:	BD/Step 1	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>MAHE</u> | <input type="checkbox"/> Individual Position | <input checked="" type="checkbox"/> Part-Time: <u>28</u> Hours/Week |
| <input type="checkbox"/> Non-Bargaining | <input checked="" type="checkbox"/> Pooled Position: | |
| <input type="checkbox"/> Provisional/Grant Funded | <u>7</u> 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 academic professionals 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.

The lab instructor has the primary duty and responsibility of teaching students in a laboratory, academy, or workshop setting, serving as the principal source of instruction and evaluation in such settings. The lab instructor is responsible for the preparation and delivery of course content in response to student needs. He/she must be able to effectively communicate and demonstrate specific technical skills in the lab, academy, or workshop setting to a diverse student population and have the ability to collaborate with students and peers in order to establish an environment where safety is not compromised. The successful candidate will demonstrate comprehensive knowledge of electrical principles and related skills. The lab instructor may be asked to complete special projects for the Electrical Technology Program and for other programs in the Technical Careers Division as assigned. This opportunity is for daytime, evening, and weekend work assignments.

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
45	1	TEACHING: Provide the principal source of instruction and evaluation in the Electrical Lab and goes beyond instructing students in techniques and skills.
45	3	PREPARATION: Responsible for the preparation and delivery of course content in response to student needs.
10	4	OTHER: Complete special projects for the Electrical Technology Program and for other programs in the Technical Careers Division 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.*



The lab instructor will be an advocate for lab safety and be very familiar with Personal Protective Equipment and safe industrial practices. He/she must be able to teach and evaluate students effectively in one-on-one, small group, and large group instructional settings. He/she will also perform other assigned activities under the supervision of a Program Director or Associate Dean.

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.*

Bachelor's Degree in a related field and 2 years' minimum experience in the field; **OR** Associate's Degree in a related field and 5 years' minimum experience in the field; **OR** Journey or Master's license (completion of an apprenticeship) and 5 years' minimum experience in the field; **OR** Certificate in a related field and 6 years' minimum experience in the field; **OR** HS diploma/GED and 7 years' minimum experience in the field.

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 <u>11/26/18</u>
Dean/ELT's Name	<u>Mark Cosgrove</u>	Dean/ELT's Signature		Date <u>11.28.18</u>

Note: Signature means approval, otherwise return for signatures.

Human Resources Rep.

Sydney Glasscoe

**HR Rep
Signature**

Sydney Glasscoe

Date

12/6/2018

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

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 #: PIELTE

Date: 11/16/2018

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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Stooping | <input checked="" 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 type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, |
| <input type="checkbox"/> Extreme heat (inside, outside) | <input type="checkbox"/> Extreme noises |
| <input type="checkbox"/> Confined/restricted spaces | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock) |