



Academic Professional Description

DATE	POSITION #	POSITION TITLE
9/4/2019	PLAUTO	PT Lab Assistant – Automotive Technology Facilities

DIVISION	DEPARTMENT	PAY TABLE/LEVEL/GRADE	REPORTS TO:
Technical Careers	Trades Technology	Based on Lab Assistant Salary Schedule	FA9676

STATUS: Please select the appropriate boxes that apply.

Regular/Continuing: <input checked="" type="checkbox"/>	Bargaining Unit: MAHE	Non-Bargaining: <input type="checkbox"/>	Provisional/Grant Funded: <input type="checkbox"/>	Temporary/Limited Duration: <input type="checkbox"/>
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Individual Position: <input checked="" type="checkbox"/>	Full-Time (40 hrs/wk): <input type="checkbox"/>	Part-Time: <input checked="" type="checkbox"/> __28__ Hrs/Week	Pooled Position: <input type="checkbox"/>	Type here # of Employees if this position is pooled.
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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.

Functions as the secondary source of instruction in the Automotive Lab to support instruction provided by the instructor of record. Assists students in completing lab projects and assignments by providing necessary instruction. Provides evaluation of student performance as requested by the instructor of record. Ensures that the lab is set up and prepared with all required tools and materials for the assigned class and planned instruction. Inspects the lab and classroom area after each class to ensure proper cleanup of the facility. Coordinates the ordering, inventorying, and maintenance of lab supplies, tools, equipment. Must be able to effectively communicate and demonstrate knowledge of specific technical skills in the lab to a diverse student population. Must have the ability to collaborate with students and peers in order to establish an environment where safety is not compromised. The successful candidate will be an advocate for shop safety and be very familiar with Personal Protective Equipment and safe industrial practices. This position may require evening and weekend hours.

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

None.

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
40	1	Function as a secondary source of instruction in the Automotive Lab, e.g., teach students techniques and skills in one-on-one and small group settings, prepare and deliver course content in accordance with student needs. Instruction includes such topics as: brakes, suspension, wheel balancing, heating and cooling systems, engine repair, etc.
20	2	Initiate the repair or replacement of defective tools and equipment in coordination with instructor of record.
20	3	Work with the instructor of record to determine necessary resources needed for the lab instruction and coordinate efforts to ensure the lab/workshop is set-up and prepared with all required tools and materials for the assigned class. Coordinate with both students and faculty to ensure the safe and proper operation of all tools and equipment, and assist in the enforcement of all safety rules.
10	4	Inspect the lab and classroom area after each class to ensure proper cleanup of the facility. The lab assistant and student employees will clean any areas or tools immediately and report any unsatisfactory condition to the instructor of record.
5	5	Maintain inventory of all instructional materials, tools and stock in the tool room using the IntelliTrack inventory system. Properly check-in and store incoming supplies using the IntelliTrack inventory system. Replace any missing hand tools immediately and coordinate with the Lead Faculty the ordering of additional tools or equipment.
5	6	Assist with projects for the Automotive Technology Program and those of other programs within the Technical Careers Division.

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.

Knowledge:

1. Knowledge of automobiles, automotive diagnostic and repair equipment, and preventive maintenance of this equipment.
2. Knowledge of shop procedures and supplies, inventory control systems, computer software usage, State of Michigan regulations for vehicle repair facilities, and educational practices.
3. Knowledge of OSHA safety standards and policies and general shop safety practices.

Communication:

4. Must have good listening and verbal skills.
5. Must be able to communicate in written form.
6. Must communicate with other campus personnel.

Problem Solving:

7. Must evaluate daily situations involving parts, supplies, equipment and improving the auto center.
8. Analyzing short and long term needs for space, supplies, equipment, training aids, parking and inventory of school owned vehicles for practice repairs.
9. Must think on your feet and be able to handle crisis situations that come up when dealing with equipment, machinery, students and customer vehicles.

Other:

10. Skills to design and build training aids, special fixtures and modifications of equipment.
11. Assembly, repair, and maintenance of various types of tools and equipment.
12. Keyboard skills, knowledge of computer software.
13. Must be flexible and be able to work various shifts.



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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:

- Associate's Degree in a related field OR High School Diploma/GED or higher with a minimum of four (4) years' relevant industry experience in a licensed automotive repair facility.
Computer skills including Microsoft Office Suite, Database, etc.

PREFERRED:

- 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 characteristic 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

SIGNATURES

Supervisor's Name: Type here

Supervisor's Signature: Cathy Wilken Date: 9/4/19

Dean/ELT's Name: Type here

Dean/ELT's Signature: Maguire Date: 9/5/19

HR Rep: Sydney Glasscoe

HR Rep Signature: Sydney Glasscoe Date: 9/13/19

ADA COMPLIANCE JOB DESCRIPTION CHECKLIST *(The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

Position #: PLAUTO

Date: 9/4/2019

Supervisor's Position #: FA9676

Materials Used:

- Computer keyboard, mouse, screen
- Various software
- Telephone, cell phone, mobile device
- Paper and pencil/pen
- Projector or other audiovisual equipment
- Copier, scanner, fax
- Carpentry equipment
- Electrical equipment
- Plumbing equipment
- Other: [Click or tap here to enter text.](#)

Mental Functions:

- Comparing (compare/contrast data, people, other data)
- Synthesizing (combine data, concepts, interpretations)
- Computing (math calculations or carrying out formula operations)
- Compiling (gathering, classifying, evaluating data, people, other data)
- Copying (entering, posting, transcribing data)
- Analyzing (examining, testing data, presenting alternatives)

Audio/Visual/Aural Functions:

- Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference)
- Near acuity (at 20 inches or less when 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)

- 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 time)
- Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; 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

- Weather (rain, snow, wind)
- Extreme cold (inside, outside)
- Extreme heat (inside, outside)
- Confined/restricted spaces
- Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)
- Vibrations
- Extreme noises