



Academic Professional Description

DATE	POSITION #	POSITION TITLE
5/31/2019	PLAVGM	PT Lab Assistant – Aviation Maintenance Technology

DIVISION	DEPARTMENT	PAY TABLE/LEVEL/GRADE	REPORTS TO:
Technical Careers	Aviation Maintenance Technology	Based on Lab Assistant Salary Schedule	FA9748

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 lab or workshop in support of the instructor of record. Assists students in completing lab projects by providing necessary instruction. Provides logical support ensuring the lab/workshop is set-up and prepared with all required tools and materials for the assigned class. Maintains all expendable/consumable supplies. Ensures all tools and equipment are accounted for and maintained in appropriate working order. Maintains the cleanliness and organization of the lab/shop. In addition to the responsibilities listed above, Lab Assistants may be required to perform other duties as assigned in connection with the overall running of the Aviation Maintenance Program. 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 a safe environment where safety is not compromised. The successful candidate will demonstrate knowledge of airframe, engine and general aviation topics.

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
30	1	Functions as the secondary source of instruction for students in the lab or workshop in support of the instructor of record. Assists students in completing lab projects by providing necessary instruction.
20	2	Works with the instructor of record to determine necessary resources needed for lab instruction and provides logistical support ensuring 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.
20	3	Maintains all expendable/consumable supplies.
20	4	Ensures all tools and equipment are accounted for and maintained in appropriate working order.
9	5	Maintains the cleanliness and organization of the lab/shop.
1	6	Clear snow from ramps, sidewalks, and parking areas.

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.

Possession of the Federal Aviation Administration Airframe and Powerplant Mechanic Certificate demonstrates that an applicant has the knowledge, skills and abilities necessary. In addition, an applicant will be required to successfully obtain approval to operate College pickup trucks/snowplow and Fork Lift.

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

- Associates Degree in a related field; OR, a High School Diploma or GED with a minimum of two (2) years relevant industry experience
- Federal Aviation Administration certified Airframe and Powerplant Mechanic license

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



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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.

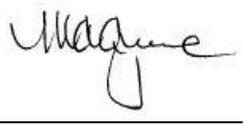
Go to the ADA Checklist

SIGNATURES

Supervisor's Name: Mark Bathurst

Supervisor's Signature:  Date: 5/31/19

Dean/ELT's Name: Mark Cosgrove

Dean/ELT's Signature:  Date: 6.3.19

HR Rep: Sydney Glasscoe

HR Rep Signature:  Date: 6/6/19

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 #: PLAVGM

Date: 5/31/2019

Supervisor's Position #: FA9748

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