



Staff JOB DESCRIPTION

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

DATE:	11/14/18	POSITION #:	PLHVAC
NAME OF INCUMBENT(S):			
JOB TITLE:	PT Lab Assistant – Heating, Ventilating, and Air Conditioning (HVAC)		
DIVISION:	Technical Careers		
DEPARTMENT :	Trades Technology – Utility and Energy Systems		
PAY TABLE/LEVEL/GRADE:	<i>Enter pay level.</i>	REPORTS TO:	FA9676

STATUS: Please click the appropriate boxes that apply.

- | | | |
|--|---|---|
| <input checked="" 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 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.

Functions as the secondary source of instruction in the HVAC 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.

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

Direct Report(s):

Click here to enter position numbers. Use comma to separate

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 HVAC 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: sheet metal fabrication, HVAC/R piping, residential heating and cooling systems, commercial heating and cooling systems, building automation systems, and refrigeration systems.
20	2	Initiate the repair or replacement of defective tools and equipment in coordination with instructor of record.
20	3	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. Properly check-in and store incoming supplies. 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 Utility and Energy Systems 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.*

Skills:

Repairing — Repairing machines or systems using the needed tools.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Monitoring — Monitoring/Assessing performance of self, other individuals, or organizations to make improvements or take corrective action.

Operation and Control — Controlling operations of equipment or systems.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Equipment Selection — Determining the kind of tools and equipment needed to do a job.

Complex Problem Solving — Identifying problem and reviewing related information to develop and evaluate options and implement solutions.

Knowledge

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Production and Processing — Ability to learn quality control and cost control measures.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local and state safety laws.

Abilities

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

Near Vision — The ability to see details at close range (within a few feet of the observer).

Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.

Control Precision — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time.

Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

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.

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>11/14/18</u>
Dean/ELT's Name	<u>Mark Cosgrove</u>	Dean/ELT's Signature		Date <u>11.14.18</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 #: PLHVAC

Date: 11/14/18

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: Paints, primers, sealers, solvents, and PPE

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 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:

- | |
|--|
| <input checked="" type="checkbox"/> Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly) |
| <input checked="" type="checkbox"/> Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people) |

Visionary Functions:

- | |
|---|
| <input checked="" type="checkbox"/> Near acuity (at 20 inches or less when minute accuracy is essential) |
| <input checked="" type="checkbox"/> Far acuity (more than 20 inches when day and night/dark conditions are essential) |
| <input checked="" type="checkbox"/> Depth perception (3 dimensional vision, judge distances, space) |
| <input checked="" type="checkbox"/> Color vision (distinguish colors) |
| <input checked="" type="checkbox"/> Field of vision (up-down and right-left) |

Smell and Tasting Functions:

- | |
|--|
| <input type="checkbox"/> 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 | |
| <input type="checkbox"/> Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time) | | | | |
| <input type="checkbox"/> Light (exert up to 20 lbs of force to lift, carry, push, pull, move object; walk/stand occasionally) | | | | |
| <input checked="" type="checkbox"/> Medium (exert 21-50 lbs of force, walk/stand frequently) | | | | |
| <input type="checkbox"/> Heavy (exert 51-100 lbs of force, walk/stand routinely) | | | | |
| <input type="checkbox"/> Very Heavy (exert over 100 lbs of force, walk/stand routinely) | | | | |

Environmental Conditions:

- | | |
|---|--|
| <input type="checkbox"/> Weather (rain, snow, wind) | <input checked="" 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 type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock) |

