



Staff JOB DESCRIPTION

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

DATE:	10/11/2017	POSITION #:	PLWELD
NAME OF INCUMBENT(S):			
JOB TITLE:	PT Lab Assistant – Welding Technology		
DIVISION:	Technical Careers Division		
DEPARTMENT :	Trades Technology – Welding Technology		
PAY TABLE/LEVEL/GRADE:	<i>Enter pay level.</i>	REPORTS TO:	FA9680

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>2</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.)*

Functions as the secondary source of instruction in the Welding 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. Work hours may be daytime, evening, or weekends.

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>40</u>	1	Function as a secondary source of instruction in the Welding 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 to include, safe operation of equipment (e.g., Grinders, torches, etc.) and various labs for each piece of equipment.
<u>20</u>	2	Initiate the repair or replacement of defective tools and equipment in coordination with the instructor of record.
<u>20</u>	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.
<u>10</u>	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.
<u>5</u>	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.
<u>5</u>	6	Assist with projects for the Welding Program and those of other programs within the Technical Careers Division.
	7	<i>Click here to enter text.</i>
	8	<i>Click here to enter text.</i>
	9	<i>Click here to enter text.</i>
	10	<i>Click here to enter text.</i>
	11	<i>Click here to enter text.</i>
	12	<i>Click here to enter text.</i>
	13	<i>Click here to enter text.</i>
	14	<i>Click here to enter text.</i>
	15	<i>Click here to enter text.</i>

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. Basic welding skills and ability to demonstrate to others.
2. Knowledge of OSHA safety standards and policies and general shop safety practices.

Communication:

3. Good listening and verbal skills.
4. Able to communicate in written form.

Problem Solving:

5. Able to evaluate daily situations involving parts, supplies, equipment, and improving the Welding Lab.
6. Able to analyze short- and long-term needs for space, supplies, equipment, training aids, etc.
7. Able to handle crisis situations that come up when dealing with equipment, machinery, students, and faculty.

Other:

8. Able to design and build training aids, special fixtures and modifications of equipment.
9. Knowledge of the assembly, repair, and maintenance of various types of tools and equipment.
10. Keyboard skills, knowledge of computer software.

11. Flexibility and the ability to work various shifts.

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:

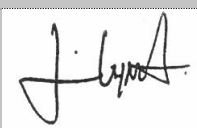

- High School Diploma/GED or higher.
- Some college coursework in the Welding field

Preferred:

- Associate’s Degree or higher in a Welding 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>James Lynch</u>	Supervisor’s Signature*		Date	<u>10/11/17</u>
Dean/ELT’s Name	<u>Cathy Wilhm</u>	Dean/ELT’s Signature		Date	<u>10/17/17</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 #: PLWELD

Date: 10/11/2017

Supervisor's Position #: FA9680

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 type="checkbox"/> Projector and Screen |
| <input checked="" type="checkbox"/> Telephone, blackberry, fax | <input 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 type="checkbox"/> Copying (entering, posting, transcribing data) |
| <input type="checkbox"/> Synthesizing (combine data, concepts, interpretations) | <input type="checkbox"/> Analyzing (examine, test data, present alternative actions) |
| <input checked="" type="checkbox"/> Computing (math calculations or carrying out formula operations) | |
| <input 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 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 checked="" 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) |