| Date | Position # | Position Title | reports to: |
| --- | --- | --- | --- |
| 9/5/2024 | PLHVAC | PT Lab Assistant – Heating, Ventilating, and Air Conditioning (HVAC) | FA9680 |

|  | | For HR Use Only | | |
| --- | --- | --- | --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Technical Careers Division | Trades Technology | Based on Lab Assistant Salary Schedule | 25-9000 | 6 - Part Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:** | **Bargaining Unit:**  MAHE | **Non-Bargaining:** | **Provisional/Grant Funded:** | **Temporary/Limited Duration:** |
| --- | --- | --- | --- | --- |

| **Individual Position:** | **Full-Time (40 hrs/wk):** | **Part-Time:**  \_\_28\_\_ Hrs/Week | **Pooled Position:** | Type here **# of Employees 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. |
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| *Lansing Community College’s Technical Careers Division provides over 30 innovative program areas. Our collaborative and flexible team environment works with the local, regional, and national community for the success of every student. We believe in each other and find joy in our work, never stop learning or growing and we are guided by strong character, ethics, and integrity.* ***We make a difference****. Our dedication to diversity, inclusion, and universal access underscores our commitment to fostering an inclusive educational culture. 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 assistant assists students in completing lab projects and assignments. 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). |
| --- |
| Type here |

| **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** |
| --- | --- | --- |
| 25 | 1 | Initiate the repair or replacement of defective tools and equipment in coordination with instructor of record. |
| 25 | 2 | 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. |
| 25 | 3 | 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. |
| 25 | 4 | 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 | Type here |
|  | 6 | Type here |
|  | 7 | Type here |
|  | 8 | Type here |
|  | 9 | Type here |

| **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 ideal candidate for the PT Lab Assistant position in HVAC should possess a range of technical skills and personal attributes. They must be adept at repairing machines and systems using the necessary tools, and exhibit active listening skills by giving full attention to others, understanding their points, and asking relevant questions without interrupting. Monitoring and assessing performance to improve or correct actions, controlling operations of equipment, and applying critical thinking to evaluate alternative solutions and approaches are essential. They should be skilled in equipment selection, complex problem-solving, and have a solid knowledge of mechanical systems, customer and personal service principles, production and processing techniques, and public safety and security strategies. Additionally, they must demonstrate oral comprehension, information ordering, manual dexterity, near vision, category flexibility, control precision, oral expression, trunk strength, visualization, and arm-hand steadiness. Importantly, they should be capable of working effectively with a diverse population of students and colleagues. |

| **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 two (2) years’ relevant industry experience.   **Preferred**  Type here |

| **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. |
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| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Tamara McDiarmid **Supervisor’s Signature:** \_Tamara McDiarmid\_\_ **Date:** \_9/3/2024\_

**Dean/ELT’s Name:** Shon’ta Dwyer **Dean/ELT’s Signature:** \_\_Dean Signature

Shon'ta Dwyer\_\_\_\_ **Date:** \_\_9/3/2024\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_Sydney Glasscoe\_\_\_\_\_\_ **Date:** \_9/5/2024\_\_\_

**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 #:** PLHVAC **Date:** **9/5/2024 Supervisor’s Position #:** FA9680

## **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