| Date | Position # | Position Title  | Reports To: |
| --- | --- | --- | --- |
| 9/8/2023 | FS9594, FS9595 | Moving Services Associate | FA9921 |

|  | For HR Use Only |
| --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Administrative Services | Facilities | Full-Time Professional Support 4 | 43-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[x]  | **Bargaining Unit:** ESP | **Non-Bargaining:** [ ]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [ ]  |
| --- | --- | --- | --- | --- |

| **Individual Position:** [x]  | **Full-Time (40 hrs/wk):** [x]  | **Part-Time:** [ ] \_\_\_\_ 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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| The Moving Services Associate responsibilities include~~s~~ processing and implementing work requests and/or Moving/Renovation/Changes (MRC) forms, and formulating alternative solutions in collaboration with multiple college employees. These solutions could include but are not limited to assisting with redesign of campus offices, labs, classrooms and other campus areas for improved utilization. The Associate will work with the Moving Services Lead Support to assist in relocation/rearrangement/storage of college property. They will serve as a backup for the Lead Moving Services Support, as needed. They will have the ability to operate college vehicles, including trucks and vans. The Associate could be required to work evenings and/or weekend based on college priorities/events schedules. Other duties as assigned by the Moving Services Lead Support, Manager of Facilities, Operations & Contracted Services, or their designee. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
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| N/A |

| **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 grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
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| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 40 | 1 | **Work Requests and/or Move/Renovation/Change (MRC) Forms*** Retrieve and schedule work requests from 5Star work order system to Microsoft Access Planner Database
* In coordination with other college services, review and schedule work generated by MRC Forms to accomplish the moving of furniture and equipment in the completion of renovations and other general changes campus-wide, as part of the Facilities Operations Work Group (FOWG)
* Meet with various areas of the college to formulate solutions that could include, but are not limited to, assisting with redesign of campus offices, labs, classrooms and other campus areas for improved utilization.
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| 40 | 2 | **Moving/Set Up/Storage*** Work with the Moving Services Lead Support to assist in relocation, rearrangement, and/or storage of college property.
* Set up of tables/chairs, stages, platforms and other items associated with various events, meetings, etc. campus wide.
* Maintain a cohesive working relationship with IT/Media Service to ensure smooth set ups/take downs.
* Provide Conference Services at LCC West and Downtown Campus with setup and take down support.
* Could be required to work evenings and/or weekend based on college priorities/events schedules.
* Reissue from storage to areas of the college previously used furniture and equipment.
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| 10 | 3 | **Other*** Serve as back up to Moving Services Lead Support
* Assist areas of the college in working with furniture vendors to plan and design new furniture installations
* Facilitate the removal and disposal of college fixed assets inventory
* Other Duties as assigned by the Moving Services Lead Support or Manager of Facilities Operations and Contracted Services or designee.
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| **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.  |
| --- |
| **Accountability & Dependability**Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight by: showing up to work on time, and follows instructions, policies, and procedures; meeting productivity standards, deadlines, and work schedules. Acknowledges responsibility for mistakes and takes appropriate steps to make correction when appropriate. Meets expectations without making excuses. If problems arise with co-workers, address the issues promptly with the supervisor’s assistance when appropriate.**Ethics & Integrity** – Maintain high ethical standards. Earns others’ trust and respect through consistent honesty and professionalism in all interactions. Keeps promises and commitments made to others. Does the right thing, even when it is difficult. Does not yield to pressure to show bias or manipulate others. Does not misrepresent self or use position or authority for personal gain. Respects the opinions and assessments of others. Maintains confidentiality. Communicates truthfully.**Adaptability & Flexibility**Adapts to changing business needs, conditions, and work responsibilities by: responding positively to change, embracing and using new practices or values to accomplish goals and solve problems; coping well and helping others deal with the ongoing demands of change; sees and shows others the benefits of change; recovering quickly from setbacks, and finding alternative ways to reach goals and objectives.**Stress Management** Maintains composure in stressful or adverse situations by: handling workloads, competing demands, changing assignments, interruptions, and distractions with a positive attitude.**Attention to Detail**Diligently attends to details and pursues quality in accomplishing tasks by: performing tasks thoroughly with care; checking work to ensure completeness; remaining aware and taking care of details that are easy to overlook or dismiss as insignificant.**Customer Focus**Builds and maintains customer satisfaction through custodial services by: seeking ways to improve service delivery; assessing the quality of the services from the customer’s point of view; recognizing adverse customer reactions and developing better alternatives; emphasizing a team approach to providing great customer service.**Relationship Building -** Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect. Seeks and considers ideas from those who are reluctant to express their points of view. Anticipates and recognizes the concerns of others, even if those concerns are not openly expressed. Diplomatically handles challenging or intense interpersonal situations by: working through difficult or awkward interpersonal situations in a positive and professional manner. Exercises appropriate tact and discretion in conversations and sharing information with others.**Teamwork -** Promotes cooperation and commitment within a team to achieve goals and deliverables. Praises the team and its achievement to others. Encourages team unity through sharing information or expertise, working together to solve problems, and putting team success first. Helps remove barriers to team productivity and success.**Safety Focus -** Adheres to all workplace and trade safety laws, regulations, standards, and practices. Ensures work is performed in a safe manner at all times. Avoids shortcuts that increase health and safety risks to self or others. Maintains equipment and personal protective equipment in a safe working condition. Checks for and reports potential hazards or breaches of security plans while in the workplace or in the field.**Communication** - Listens accurately and actively as well as communicates clearly and effectively with individuals and groups. Communicates clearly and effectively in writing maintaining proper usage and grammar, and is able to review and critique the work of others.**Diversity** - The ability to: be inclusive and collaborate with others; recognize the value of cultural, ethnic, gender, and other differences; understand the differences in and responds appropriately to others in the workplace; demonstrate trust in, sensitivity to, and mutual respect of others; recognize and manage personal biases. |

| **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.  |
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| **Required*** High School Diploma or equivalent
* Demonstrated customer service experience
* Working knowledge of Microsoft Office (Word & Excel)
* Current Michigan Driver’s License with less than 3 points
* Ability to operate college vehicles, including trucks and vans
* Ability to lift 50 pounds and move heavy material

**Preferred*** Working knowledge of AutoCAD or other computer-assisted design programs.
* Working knowledge of Microsoft Access
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| **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.  |
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| 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:** Timothy Martz **Supervisor’s Signature:** Amy Cam;bell **Date:**  09/08/2023

**Dean/ELT’s Name:** Chris MacKersie **Dean/ELT’s Signature:**  **Date:**  09/08/2023

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_**Date:** \_9/8/2023\_\_\_\_

**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 #:** FS9594 **Date:** **9/8/2023 Supervisor’s Position #:** FA9921

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[x]  Paper and pencil/pen

[x]  Projector or other audiovisual equipment

[x]  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)

[x]  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:**

[x]  Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

[x]  Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

[x]  Near acuity (at 20 inches or less when accuracy is essential)

[x]  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:**

[x]  Climbing

[x]  Kneeling

[x]  Reaching

[x]  Balancing

[x]  Crouching

[x]  Grasping

[x]  Stooping

[x]  Crawling

[x]  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)

[x]  Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

[x]  Weather (rain, snow, wind)

[x]  Extreme cold (inside, outside)

[x]  Extreme heat (inside, outside)

[ ]  Confined/restricted spaces

[ ]  Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

[ ]  Vibrations

[ ]  Extreme noises