| Date | Position # | Position Title | Reports To: |
| --- | --- | --- | --- |
| 6/11/2024 | FS9677 | FT Professional Support – Manufacturing Engineering Technology (MET) | FA9682 |

|  | | For HR Use Only | | |
| --- | --- | --- | --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Technical Careers | Trades Technology | Full-Time Professional Support 5 | 43-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

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

| **Individual Position:** | **Full-Time (40 hrs/wk):** | **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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| *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.*  This position is responsible for the daily operation of the Machining, Mechatronics, Robotics and CAD labs including but not limited to: Material handling, purchasing and maintaining lab consumables and supplies, equipment oversight and maintenance. This position is also responsible for annual equipment change out, maintaining vendor relations, organizing and maintaining cold storage, room safety and oversight, event coordination, staying current on the latest industry equipment, and providing oversight of work assignments/projects for the Part-time Lab Assistant and student employees. The FT Professional Support – MET will assist with manufacturing projects and project coordination in the Machining lab. This position will act as back up for work with students in both a group setting and a one-on-one basis during their class lab time assisting students in the proper operation of equipment, providing additional assistance with troubleshooting and safety, and help students gain a better understanding of industry standards. Must demonstrate a commitment to the diversity of a multi-cultural population, as well as work effectively in a team-based environment, seeking continuous improvement and adherence to the community college philosophy |

| **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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| 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 grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions. |
| --- |

| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 30 | 1 | Responsible for the daily operation of the Machining and Mechatronics Robotics labs including but not limited to: material handling, purchasing and maintaining lab consumables and supplies, equipment oversight and maintenance. Assist in maintaining safety in the labs by ensuring that all safety procedures are followed. |
| 30 | 2 | Equipment oversight and maintenance as well as maintaining vendor relations for Mechatronics, Robotics, and Machining labs. Responsible for annual equipment change out as well as organizing and maintaining cold storage. Make changes to the configuration of the lab space in order to facilitate day to day activities as needed. |
| 20 | 3 | Assist with manufacturing projects and project coordination in the Machining lab, event coordination, staying current on the latest industry equipment, and providing oversight of work assignments/projects for the Part-time Lab Assistant and student employees. |
| 15 | 4 | This position will act as back up for working with students in both a group setting and a one-on-one basis during their class lab time assisting students in the proper operation of equipment, providing additional assistance with troubleshooting and safety, and help students gain a better understanding of industry standards. |
| 5 | 5 | Other duties as assigned |

| **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. |
| --- |
| Support projects for the program as well as special projects for other programs within the Technical Careers Division. Candidate will be an advocate for lab safety and be well familiar with Personal Protective Equipment coupled with knowledge of safe industrial practices.  Knowledge of manufacturing processes is paramount to properly supporting the Center for Manufacturing Excellence (CME). Topics include CAD, computer aided manufacturing, CNC, robotics, programmable logic controllers, mechanical, fluid power, material handling systems, advanced manufacturing and precision machining. Excellent communication skills, problem-solving, and leadership skills are critical competencies as they are necessary to relate to as well as provide assistance to a diverse population including, high school and college students, faculty, and student staff. Ability to work effectively with a diverse community. |

| **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**   * Associate’s Degree in a Manufacturing-related field **OR** High School Diploma/GED and one of the following: relevant work experience or some college coursework in a Manufacturing-related field. * Demonstrated experience working with students in an education or training environment * Basic machining and fabrication skills.   **Preferred**   * Demonstrated experience with Haas, Hurco, Trak, Fanuc, ABB, Allen Bradley, Siemens, Parker, and SMC automated equipment. * Fork Truck License/Training Certification * Advanced machining and fabrication skills. * Familiarity with CAD software, and a sound understanding of engineering drawings and print reading. * Familiarity with non-structural welding, simple mechanical assemblies, and the operation of industrial machinery. |

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

# SIGNATURES

**Supervisor’s Name:** Brian Skogheim **Supervisor’s Signature:** \_\_\_\_\_\_\_\_\_ **Date:** \_\_\_6/4/2024\_\_\_

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

Shon'ta Dwyer\_\_\_\_ **Date:** \_\_\_6/5/2024\_\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_Sydney Glasscoe\_\_\_\_\_\_\_\_ **Date:** \_\_6/11/2024\_\_

**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 #:** FS9677 **Date:** **6/11/2024 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