



Lab Technician, Diesel - 80%

Job Order 601825  
April 9, 2018

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**Department:** Trades & Engineering Technologies  
**FLSA Status:** Non-Exempt  
**Union Code:** ESS  
**Salary Grade:** D

**Reports To:** Associate Dean, Transportation  
**Amount of Travel Required:** Road/Field test vehicles  
**Positions Supervised:** None

**LOCATION:** Green Bay Campus

**STANDARD HOURS:** 40 hours a week; Typical hours Monday through Thursday 7:00 a.m. to 5:30 p.m. from mid-August to mid-May; with flexibility required to work other hours as necessary.

**MINIMUM STARTING RATE OF PAY:** \$23.29 per hour

*\*Current benefit eligible employees will be placed within the pay range based on their current rate/range.*

**ANTICIPATED START DATE:** August 2018

Required online application available on website: [www.nwtc.edu/jobs](http://www.nwtc.edu/jobs)

**Location:** Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

***The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.***

#### **POSITION SUMMARY**

Responsible for assisting with the training of a diverse group of students in diagnosis, maintenance and repair of medium and heavy diesel trucks of various makes and models. Responsible for maintenance, organization, and appearance of the lab including preventative maintenance of all tools and equipment used in the instructional process. Also responsible for assisting instructors in safety instruction, demonstrations, individual help for students, constructing training aids, etc. Additional responsibilities may include inspecting and road/field testing of vehicles, scheduling work for students, maintaining a log of available work, and customer contact and follow-up on completed repairs through phone, e-mail and/or in person.

#### **ESSENTIAL FUNCTIONS**

##### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

##### **Essential Functions Statement(s)**

- Support the instructional process in diagnosis & repair of vehicles, including performing demonstrations, reviewing shop orders for completeness, inspecting vehicles and conducting road/field tests with students.
- Ensure safe operations in the lab at all times by assisting instructors in overseeing students in the proper and safe way of vehicle repairs.

- Schedule work for students by arranging availability of customer and school vehicles. Initiate repair orders for students to complete and assist instructors in verifying they met the instructional competency.
- Assist the Service & Parts technician with customer contact regarding repairs, estimates and status of repairs.
- Order supplies, tools and equipment to run the lab efficiently and maintain the proper inventory of shop equipment and supplies.
- Responsible for the repair and maintenance of equipment to keep lab operating on schedule.
- Responsible for the maintenance, organization, and appearance of lab.
- Repair and maintain the fleet of school vehicles that are used in the instructional process.
- Assist with behind the wheel student driving experiences as needed.
- Other related duties as assigned.

**POSITION QUALIFICATIONS**

**Competency Statement(s)**

- Values - Demonstrate behaviors and action that support the College’s values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, disability, socio-economic background, or job type.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Reliability - The trait of being dependable and trustworthy.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

**SKILLS & ABILITIES**

**Education:** Two years of diesel technical school training.

**Experience:** Four years of experience in a full service diesel truck repair facility.

*\*An equivalent combination of education and work experience may be considered.*

**Computer Skills**

Basic Keyboarding skills; Internet Browsers; Service writer programs; PeopleSoft preferred.

**Certificates & Licenses**

ASE Master Technician (highly desirable), OSHA 10-hour certification (highly desirable)

**Other Requirements**

Must hold a valid commercial driver’s license (CDL) and be insurable under the districts standard insurance policy terms. Must have a working ability in basic welding.

**PHYSICAL DEMANDS**

**Physical Demands**

|                      |                  |                                     |                  |
|----------------------|------------------|-------------------------------------|------------------|
| Stand                | C (Constantly)   | <b>Lift/Carry</b><br>10 lbs or less | F (Frequently)   |
| Walk                 | C (Constantly)   | 11-20 lbs                           | F (Frequently)   |
| Sit                  | O (Occasionally) | 21-50 lbs                           | F (Frequently)   |
| Handling / Fingering | F (Frequently)   | 51-100 lbs                          | F (Frequently)   |
| Reach Outward        | F (Frequently)   | Over 100 lbs                        | O (Occasionally) |
| Reach Above Shoulder | F (Frequently)   | <b>Push/Pull</b>                    |                  |
| Climb                | F (Frequently)   | 12 lbs or less                      | F (Frequently)   |
| Crawl                | F (Frequently)   | 13-25 lbs                           | F (Frequently)   |
| Squat or Kneel       | F (Frequently)   | 26-40 lbs                           | F (Frequently)   |
| Bend                 | F (Frequently)   | 41-100 lbs                          | F (Frequently)   |

|                           |   |
|---------------------------|---|
| <b>N (Not Applicable)</b> | Activity is not applicable to this occupation.                                    |
| <b>O (Occasionally)</b>   | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)        |
| <b>F (Frequently)</b>     | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| <b>C (Constantly)</b>     | Occupation requires this activity more than 66% of the time (5.5+ hrs/day)        |

#### **Other Physical Requirements**

Ability to wear Personal Protective Equipment (PPE) (Safety Protection as needed for the job.)

#### **WORK ENVIRONMENT**

Exposure to dust, fumes and noise is part of the work environment.

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.