



Mobile Lab Driver/ Manufacturing Aide

Job Order 601843
May 23, 2018

Department: Trades & Engineering Technologies **Reports To:** Apprenticeship Manager/K12
FLSA Status: Non-Exempt **Amount of Travel Required:** 20 plus days per month
Union Code: ESS **Positions Supervised:** None
Salary Grade: D

LOCATION: Green Bay Campus

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

MINIMUM STARTING RATE OF PAY: \$23.83 per hour

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

Required online application available on website: 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 delivering the mobile lab to schools within our district and act as an ambassador to the Manufacturing Programs offered at NWTC. This position works with local K-12 schools as well as post-secondary level students.

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)

- Assist and monitor students as needed in manufacturing programs.
- Operate and maintain the Mobile Lab and all of the supporting systems and equipment located within the trailer and truck.
- Operate, program, troubleshoot, maintain, and repair the machines located both in the trailer as well as in the campus shops.
- Aid the High School instructors who are utilizing the mobile lab as part of their program by assisting and monitoring students, performing demonstrations, and maintaining a safe working environment for students and staff on the trailer.
- Driving the mobile lab truck in a safe and efficient manner with an emphasis on safety of personnel and equipment.

- Promote the mobile lab and other manufacturing and trades related the programs offered by NWTC at various public functions and events, e.g. Job fairs, recruiting events, open houses, and tours.

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.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Reliability - The trait of being dependable and trustworthy.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education: Technical Degree in Machine Tool, CNC, Electro-Mechanical, or related field.

Experience: Two years of related experience

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

Computer Skills

Microsoft Office Suite Word and Outlook

Certificates & Licenses

Class A CDL, Combination Vehicle endorsement preferred.

Other Requirements

Must hold a valid driver’s license and be insurable under the districts standard insurance policy terms.

PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	O (Occasionally)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs	O (Occasionally)
Reach Above Shoulder	F (Frequently)		
		Push/Pull	
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	O (Occasionally)
Bend	F (Frequently)	41-100 lbs	O (Occasionally)

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

C (Constantly) 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.)

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.