



Lab Technician, Electrical Power Distribution – 75%

Job Order 601xxx
April 23, 2019

Department: Trades & Engineering Technology **Reports To:** Associate Dean, Trades & Engineering Technology
FLSA: Non-Exempt
Union Code: ESS
Salary Grade: E

LOCATION: Green Bay campus

STANDARD HOURS: 40 hours per week, 30 weeks per year during the program classes. Flexibility required for additional hours scheduled before and after classes start.

MINIMUM STARTING RATE OF PAY*: \$26.99/hour.

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

ANTICIPATED START DATE: June 2019

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

Assist Electrical Power Distribution faculty with indoor and outdoor lab activities. Ensure the safety of the students through observation and guidance during lab activities. Set up and maintain appropriate equipment utilizing industry standard procedures for operation and safety.

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)

- Technical Training and experience on equipment related to the program field of study allowing individual to operate and troubleshoot equipment and activities performed by students –examples: bucket trucks, digger derricks, backhoes, trenchers.
- Provide assistance to instructors – on safety, demonstrations, individual help for students, construct training aides.
- Assist instructors in writing requisitions for instructional supplies, equipment repair, tools and other services as needed.
- Participate in the development and analysis of program budget needs and historical spending analysis.

- General maintenance and repair of tools and equipment.
- General maintenance and repair of vehicles and equipment.
- Lab maintenance and organization.
- Ordering supplies and maintaining inventory procedures.
- Participate in program team meetings and team action items.

POSITION QUALIFICATIONS

Competency Statements (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.
- 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.

SKILLS & ABILITIES

Education: Technical Diploma in Electrical Power Distribution or related field. Journeyman or Apprenticeship preferred.

Experience: Four years of related work experience, preferably as a line electrician.

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

Computer Skills:

Microsoft Office Suite

Certificates & Licenses

Class A CDL, Combination Vehicle endorsement

Other Requirements:

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

Ability to climb utility poles.

PHYSICAL DEMANDS

N – Not Applicable

O – Occasionally – up to 33 percent of the time or 0 to 2.5 hours per day

F – Frequently – 33 to 66 percent of the time or 2.5 – 5.5 hours per day

C – Constantly – more than 66 percent of the time or more than 5.5 hours per day

Physical Demands

		Lift/Carry	
Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
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	F (Frequently)

Bend

F (Frequently)

41-100 lbs

O (Occasionally)

Other Physical Requirements

Ability to wear Personal Protective (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.