Lakeshore Technical College
Maintenance Technician Apprenticeship

Functional Abilities Statement of Understanding

The Americans with Disabilities Act of 1990, the Americans with Disabilities Amendments Act of 2008, and Section 504 of the Rehabilitation act of 1973 (29 U.S.C. sec. 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, colleges of the Wisconsin Technical College System make every effort to insure a quality education for students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the functional abilities required of a student in the Maintenance Technician Apprenticeship.

If you have a documented disability that may prevent you from meeting the functional abilities as stated, you are encouraged to contact LTC’s Disability Services Coordinator for assistance with accommodations. It is your responsibility to voluntarily and confidentially disclose information regarding the nature and extent of a disability and to provide documentation of the disability. The college cannot assume responsibility for providing accommodations or services to students who have not identified themselves as having a qualifying disability.

Please note that program requirements will not be waived, but accommodations may be made to assist you to meet requirements. Please contact Pam Thayer, Disability Services Coordinator, at 920.693.1222, or email pamela.thayer@gotoltc.edu for assistance in formulating a reasonable accommodation plan.

This form is to be completed upon admission to the program

_____ I have read and I understand the Functional Ability Categories specific to a student in (initials) the Maintenance Technician Apprenticeship.

_____ I am able to meet the Functional Abilities as presented, and have been provided with (initials) information concerning accommodations or special services if needed at this time.

Name of Student________________________________________

Signature of Student_____________________________________ Date_________________________

Student Identification Number, Or Date of Birth________________________

Return completed form to:
Admissions
Lakeshore Technical College
1290 North Avenue
Cleveland, WI 53015-1414
Lakeshore Technical College
Functional Ability Categories & Representative Activities for
Maintenance Technician Apprenticeship

**Gross Motor Skills** – The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

**Fine Motor Skills** – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects. The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position. The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

**Physical Endurance** – The ability to sit, stand, and move about for extended periods.

**Hearing** – None noted.

**Vision** – The ability to see details at close range (within a few feet of the observer).

**Environment** – Industrial setting. Commonly exposed to industry hazards.

**Emotional Stability** –
- **Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Initiative** – Job requires a willingness to take on responsibilities and challenges.
- **Concern for Others** — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Persistence** — Job requires persistence in the face of obstacles.
- **Self Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Stress Tolerance** – Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Integrity** – Job requires being honest and ethical.

**Analytical Thinking** – The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations). The ability to tell when something is wrong or is likely to go wrong. It
does not involve solving the problem, only recognizing there is a problem. Job requires analyzing information and using logic to address work-related issues and problems.

**Critical Thinking** – Deductive reasoning, the ability to apply general rules to specific problems to produce answers that make sense. The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

**Interpersonal Skills** – Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job. Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude. Developing constructive and cooperative working relationships with others and maintaining them over time.

**Communication Skills** – The ability to listen to and understand information and ideas presented through spoken words and sentences. The ability to communicate information and ideas in speaking so others will understand. The ability to speak clearly so others can understand you. Communicating with people outside the organization; representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, by telephone, or by email.

**Additional Qualities:**

**Visualization** — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

**Selective Attention** — The ability to concentrate on a task over a period of time without being distracted.

**Attention to Detail** – Job requires being careful about detail and thorough in completing work tasks.