

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

DENTAL LABORATORY TECHNICIAN

JOB DESCRIPTION

Employees in this job serve as dental laboratory technicians applying the methods and techniques required to fabricate and repair prosthetic dental appliances. The work is performed in correctional facilities and may involve assisting in the training, overseeing and quality control review of inmates in dental laboratory work.

There are five classifications in this job.

Position Code Title - Dental Laboratory Technician-E

Dental Laboratory Technician 8

This is the entry level. The employee works in a learning capacity performing a range of dental laboratory technician assignments under close supervision.

Dental Laboratory Technician 9

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of dental laboratory technician assignments.

Dental Laboratory Technician E10

This is the experienced level. The employee performs a full range of dental laboratory technician assignments, and uses considerable independent judgment in making decisions requiring the interpretation and application of guidelines with considerable latitude to specific work situations.

Position Code Title - Dental Laboratory Technician-A

Dental Laboratory Technician 11

This is the advanced level. The employee at this level serves either as a lead worker responsible for overseeing the work activities of other Dental Laboratory Technicians or as a senior worker performing the most complex dental laboratory technician assignments. Senior-level employees perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

Position Code Title - Dental Laboratory Technicn-SS

Dental Laboratory Technician 12

This is the staff specialist level. The employee uses specialized technical knowledge in performing highly complex dental laboratory technician assignments involving authority for an assigned program. Staff specialist positions have sole and full time responsibility for an assigned program area, and are recognized through approval by Civil Service.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Pours plastic and stone models of dental prosthetics.

Repairs and/or relines existing full and/or partial dentures.

Arranges and clasps teeth for new wire or cast chrome partials.

Bands wire for clasps and makes soldered rests for partial dentures.

Constructs new dental appliances by selecting and setting up acrylic or porcelain teeth using dental wax, articulator, and various waxing instruments according to dentist's prescription.

Fabricates base plates and wax bite rims.

Records bite relations on dental articulators.

Grinds, smooths, and polishes dental prosthetics using finishing burs and grinding equipment.

Operates and maintains a variety of dental laboratory tools and equipment such as trimmers, grinders, lathes, articulators, and cleaning devices.

Maintains records, prepares reports, and conducts correspondence relative to the work.

Performs related work as assigned.

Additional Job Duties

Dental Laboratory Technician 11 (Lead Worker)

Coordinates work by scheduling assignments and overseeing the work of other Dental Laboratory Technicians.

Oversees and assures the quantity and quality of the work by requiring strict adherence to established methods and procedures.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet required needs.

Trains employees and others in dental laboratory technician activities.

Dental Laboratory Technician 11 (Senior Worker)

Performs on a regular basis dental laboratory technician assignments which are recognized as the most complex.

Dental Laboratory Technician 12 (Staff Specialist)

Exercises authority and responsibility for an assigned program area.

Serves as recognized expert within program area, and provides technical assistance to other departmental staff.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, thorough knowledge is required at the advanced level, and extensive knowledge is required at the specialist level.

Knowledge of the principles, practices, methods, and techniques of dental laboratory technology.

Knowledge of sterilization and safety procedures pertaining to MIOSHA and Right To Know.

Knowledge of dental laboratory terminology as applied to the dental technician occupation.

Knowledge of dental laboratory tools and equipment.

Ability to apply knowledge of the principles, practices, methods, and techniques of dental technology.

Ability to work from prepared impressions in making dentures and other dental structures.
Ability to pour plaster or stone models of dentures.
Ability to repair and/or reline dentures.
Ability to process chrome-cast partials.
Ability to fabricate base plates and wax bite rims.
Ability to follow detailed instructions in selecting, setting, and articulating teeth.
Ability to bend wire clasps and make soldered rests for partial dentures.
Ability to process, finish, and polish dentures.
Ability to operate and maintain dental tools and equipment.
Ability to maintain records, prepare reports, and conduct correspondence related to the work.
Ability to communicate effectively.

Additional Knowledge, Skills, and Abilities

Dental Laboratory Technician 11 (Lead Worker)

Ability to organize the work of an assigned work unit.
Ability to establish priorities, assign, and evaluate the work of Dental Laboratory Technicians.

Dental Laboratory Technician 11 (Senior Worker)

Ability to perform the most complex dental laboratory technician assignments.

Dental Laboratory Technician 12 (Staff Specialist)

Ability to adapt new technology and methods to increase program effectiveness
Ability to organize and operate assigned program.
Some knowledge of the programmatic and developmental aspects of assigned program area.

Working Conditions

Jobs are located in correctional facilities.

Physical Requirements

The job duties require an employee to be absent of any physical limitation which would impair effective performance.

Education

Possession of an associate's degree in dental technology.

Experience

Dental Laboratory Technician 8

No specific type or amount is required.

Dental Laboratory Technician 9

One year of experience involved in fabricating and repairing prosthetic appliances equivalent to a Dental Laboratory Technician 8.

Dental Laboratory Technician E10

Two years of experience involved in fabricating and repairing prosthetic appliances equivalent to a Dental Laboratory Technician, including one year equivalent to a Dental Laboratory Technician 9.

Dental Laboratory Technician 11

Three years of experience involved in fabricating and repairing prosthetic appliances equivalent to a Dental Laboratory Technician, including two years equivalent to a Dental Laboratory Technician 9 or one year equivalent to a Dental Laboratory Technician E10.

Dental Laboratory Technician 12

Four years of experience involved in fabricating and repairing prosthetic appliances equivalent to a Dental Laboratory Technician, including three years equivalent to a Dental Laboratory Technician 9, two years equivalent to a Dental Laboratory Technician E10, or one year equivalent to a Dental Laboratory Technician 11.

Alternate Education and Experience

Possession of an associate's degree in dental hygiene or dental assisting and one year of experience equivalent to a Dental Hygienist or Dental Assistant may be substituted for the education requirement.

Four years of experience in a dental laboratory, dental office, dental manufacturer, or dental setting fabricating and repairing dentures, bridges, crowns, and orthodontic appliances may be substituted for the education requirement. This is in addition to the experience requirement for the specific levels.

Special Requirements, Licenses, and Certifications

Positions in this class are test-designated and subject to pre-appointment and random-selection drug and alcohol testing.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

DENLABTCH

Job Code Description

DENTAL LABORATORY TECHNICIAN

Position Title

Dental Laboratory Technician-E

Position Code

DNLBTCHE

Pay Schedule

L32-006

Dental Laboratory Technician-A

DNLBTCHA

L32-012

Dental Laboratory Technicn-SS

DLBTCHSS

L32-013

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