



**California
Human Development**

Creating opportunities for people to rise above barriers in their pursuit of better lives.

<p>PROGRAM/DEPARTMENT Farmworker Services/Workforce Development Division</p> <p>LOCATION: Stockton Aset</p>	<p>CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment selection and placement of all personnel.</p> <p>CHD is an Equal Opportunity Employer.</p>
<p>JOB DESCRIPTION TITLE: On Call Welding Instructor</p>	<p>POSITION STATUS: Regular Full-time FLSA STATUS: Non-Exempt</p>
<p>SALARY: Grade 7</p>	<p>PROGRAM HOURS: Varies</p>

CORPORATION DESCRIPTION:

California Human Development (CHD) is a private, non-profit, human service agency that provides a wide range of programs and services throughout Northern California.

DIVISION DESCRIPTION:

CHD’s Farmworker Services/Workforce Development Division (FWS-WDD) receives funds from multiple sources (Federal, State, Local, and Private). These programs are designed to prepare low income adults and youth including migrant and seasonal Farmworkers and other disadvantaged, unemployed and underemployed individuals for full participation in the labor force. Services include all WIOA Career Services, Counseling, education, job training, Work Experience, Vocational Training, On the Job Training, Emergency Support Services, and English Language classes. The results from completing the training include increased self-sufficiency, higher occupation skills and increased education which lead to satisfying careers, job security and prosperous lives.

SUMMARY:

This is an instructional, work teaching position under a comprehensive training program for economically disadvantaged and/or unemployed persons. The program provides employment and training opportunities in the area of Welding. The overall responsibilities of the skill instructor include: organizing, developing and implementing a comprehensive welding training program in an actual shop area-work situation.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- A) Under the direct supervision of the ASET Center Manager the Welding Instructor is responsible for applying effective teaching methods for adults to learn Welding Skills necessary for entry level positions. Essential functions in performing this job include the following:

- B) Develops lesson plans, considering the student number, and the most workable plan for effecting good teaching techniques.
- C) Prepare with the ASET Center Manager a course outline for subject matter to be taught.
- D) Instruct and tutor trainees; use materials, precision instruments, various shop machines, and other tools and devices to demonstrate methods and procedures used to accomplish a work situation. The welding shop includes training in attitudes, reliability, job readiness, and interviews.
- E) Through conducting individual counseling session(s), motivates trainees toward greater achievement in skill work performance and in maintaining a good attendance record; develops in each student "self-help" attitudes and a healthy self-esteem.
- F) Operate in a spirit of team work with the counselor, jointly assessing counseling needs for each student and work together in the guidance and development of the student.
- G) Possess a dedicated interest in each trainee; provide private tutoring, if necessary.
- H) Operate Forklift.
- I) Perform Monthly Progress reports on students
- J) Ability to do light maintenance on equipment.
- K) Ability to use computers and other office equipment.
- L) Ability to use good judgment when dealing with difficult clients.
- M) Other duties as assigned,

KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE SKILLS:

- A) Bilingual English/Spanish desired
- B) Read and write English/Spanish desired
- C) Effective oral and written communications skills

MATHEMATICAL SKILLS:

- A) Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- B) Ability to compute rate, ratio and percent.

REASONING ABILITY:

- A) Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- B) Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- C) Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- D) Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- E) Ability to use effective judgment in crisis situations.
- F) Ability to solve problems and resolve conflicts effectively.
- G) Should be one of caring and concern for other employees and clients served.
- H) Should build lasting relationships with both, giving them confidence in your skills and ability.
- I) Ability to maintain own psychological well-being.
- J) Ability to recognize and manage personal bias.
- K) Ability to assess learning programs effectiveness.
- L) Keep updated on safety practices.
- M) Ability to create projects for students to perform.

- N) Ability to read symbols and blue prints.
- O) Computer Skills: Microsoft Word, Microsoft Excel, Microsoft Outlook required.

SUPERVISORY RESPONSIBILITIES:

- A) The ability to supervise the students in class at any given time.

WORKING CONDITIONS:

A) PHYSICAL DEMANDS:

This position requires:

- Frequently: Seeing, Hearing, Speaking, Standing, Walking, Bending,
- Occasionally: Twisting, Sitting, Squatting, Kneeling, Lift up to 40 lbs
Stooping, Pushing/Pulling, Carrying, Reaching

B) WORK ENVIRONMENT:

The work environment is representative of those an employee encounters while performing the essential functions of this job.

- The noise level in the work environment is usually moderate to loud.
- May have exposure to hazardous materials.
- May be exposed to extreme weather condition.

QUALIFICATIONS:

EDUCATION:

- A) High School Diploma (GED Okay)
- B) Recent or unexpired welding certifications: SMAW, GMAW, FCAW and GTAW.

EXPERIENCE:

- A) At least FIVE (5) years minimum experience in the welding field. Knowledge in all aspects of welding required.
- B) Ability to instruct others on welding processes and skills.
- C) Desire to train the disadvantaged, unemployed in the skill of welding.

CERTIFICATES, LICENSES, REGISTRATIONS:

- A valid driver's license.
- Proof of insurance on personal vehicle.
- Recent satisfactory printout from the Department of Motor Vehicles is required.

ACCEPTANCE AND CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of this job as outlined above.

Employee's Signature & Date

Supervisor's Signature & Date