



**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: Olivehurst 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: Temporary Part-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 (Basic, Individualized & Training), 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 various fields. The overall responsibilities of the skill instructor include: organizing, developing and implementing a comprehensive training program in an actual work situation.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Working under the direction and supervision of the Primary Instructor:

- A. Assist with instruction of students, using the curriculum, considering the student number, and the most workable plan for effecting good teaching techniques.

- B. Instruct and tutor students; use materials, videos, audio tapes and other devices to demonstrate methods and procedures used to accomplish a work situation. This includes; training in attitudes reliability, job readiness and interviews.
- C. Through conducting individual counseling, motivates students toward greater achievement in skill work performance and in maintaining a good attendance record, works with students to enable them to succeed in achieving employment.
- D. Evaluate and grade students in accordance with established curriculum.
- E. Operates in a spirit of team work with the staff, jointly assessing needs of each student and works together in the guidance and development of the student.
- F. Actively participate in the safety program and provide meaningful suggestions for working safely.
- G. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE SKILLS:

- A. Bilingual English/Spanish preferred.
- B. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- C. Ability to write routine reports.
- D. Ability to speak effectively with students and co-employees.

MATHEMATICAL SKILLS:

- A. Ability to use arithmetic skills normally applied in this position.
- B. Ability to compute rates, ratios, and percentages.

REASONING ABILITY:

- A. Ability to solve practical problems.
- B. Ability to interpret a variety of instructions furnished in written, oral, or diagram form.

SUPERVISORY RESPONSIBILITIES:

NONE

QUALIFICATIONS:

EDUCATION:

High School Diploma (GED Okay) preferred

EXPERIENCE:

- A) Knowledge in all aspects of welding.
- B) Three years welding experience in SMAW, GMAW, Fluxcored Welding and or GTAW.
- C) Desire to train the disadvantaged, unemployed in the skill of welding.

WORKING CONDITIONS:

A) PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by

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Reviewed by AC 2/21/19

Reviewed by PC 3/12/19

an employee to successfully perform the essential functions of this job.

This position requires:

Frequently: Sit, Stand, Lift to 70 lbs., Walk, Bend, See, Hear, Speak
Occasionally: Stoop, Squat, Kneel, Twist, Push/Pull
Seldom: Climb

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

B) WORK ENVIRONMENT:

This is a fast paced environment and the noise level is usually moderate.
May have exposure to hazardous materials or conditions.

CERTIFICATES, LICENSES:

- Valid California Driver's license.
- Proof of insurance on personal automobile.
- Recent satisfactory DMV printout of driving record.
- Current Welding Certificates, in the past six months required, if have not done Welding in the past two years or if you have had Welding experience within the last two years, Welding certificates need not be current.

ACCEPTANCE AND CERTIFICATION:

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

Employee's Signature Date

Supervisor's Signature Date