****

**California Human Development**

**Job Description**

**EMPLOYEE NAME:**

**Job Title:** Welding Instructor
**Department/DIVISION:** Farmworker Services & Workforce Development

**Reports To:** Center Manager, ASET
**FLSA Status:** Non-Exempt

**Location:**
**Revised Date:** 02/04/2020

**Summary Description**: The Welding Instructor is responsible for organizing, developing and implementing a comprehensive welding training program in an actual shop area-work situation.

**DUTIES AND RESPONSIBILITIES:**

* Develops lesson plans, considering the student number, and the most workable plan for effecting good teaching techniques.
* Prepare with the ASET Center Manager a course outline for subject matter to be taught.
* 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.
* Motivates trainees toward greater achievement in skill work performance and in maintaining a good attendance record.
* 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 healthy self-esteem.
* Operate in a spirit of teamwork with the counselor, jointly assessing counseling needs for each student and work together in the guidance and development of the student.
* Possess a dedicated interest in each trainee; provide private tutoring, if necessary.
* Operate Forklift.
* Perform Monthly Progress reports on students
* Ability to do light maintenance on equipment.
* Ability to use computers and other office equipment.
* Ability to use good judgment when dealing with difficult clients.
* Actively participate in the safety program and provide meaningful suggestions for working safely
* Perform other related duties as assigned.

**Supervisory Responsibilities**

None

**Required Skills and Abilities**

* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
* Ability to write routine reports and correspondence.
* Ability to speak effectively before groups of customers or employees of organization.
* Ability to calculate figures and amounts such as discounts, interest , commissions, proportions, percentages, area, circumference , and volume.
* Ability to apply concepts of basic algebra and geometry.
* Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
* Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
* Ability to operate a variety of different welding machines.

**Education and/or Experience**

* High School diploma or GED required.
* Three year’ experience and be currently certified for SMAW, GMAW, FCAW, and GTAW.
* Equivalent combination of education and experience is acceptable.
* Welder fabricator experience highly desirable.
* Bilingual English/Spanish desired.

**Certificates, Licenses, Registrations**

* Must possess a valid California drivers’ license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle.
* Current Welding Certificates for SMAW, GMAW, FCAW, and GTAW. If not currently certified, recertification must be completed within 90 days of hire.

**Physical Requirements**

Regularly*:* Stand; Walk; Use hands to finger, handle, or feel; Reach with hands and arms; Stoop, kneel, crouch, or crawl; Talk or hear; Lift up to 25 pounds

Occasionally: Sit; Climb or balance

Vision: Close vision (clear vision at 20 inches or less); Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point); Depth perception (three-dimensional vision, ability to judge distances and spatial relationships); Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus);

**Work Environment**

Regularly: Work near moving mechanical parts; Fumes or airborne particles; Toxic or caustic chemicals; Extreme heat (non-weather); Risk of electrical shock; Work with explosives; Risk of radiation; Work with explosives; Risk of radiation

Frequently: Work in high, precarious places; Extreme cold (non-weather);

Occasionally: Wet or humid conditions (non-weather); Outdoor weather conditions;

Noise level: Very loud (examples: jackhammer work, front row at rock concert)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders.*

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_