



CALIFORNIA HUMAN DEVELOPMENT

CREATING OPPORTUNITIES TO END POVERTY

California Human Development Job Description

EMPLOYEE NAME:

JOB TITLE: Welding Instructor
DEPARTMENT/DIVISION: Farmworker Services
REPORTS TO: ASET Center Manager
FLSA STATUS: Non-Exempt
LOCATION: Woodland Corazon ASET Center
REVISED DATE: 08/22/2023

Summary Description: Under the supervision of the ASET Center Manager, the Welding Instructor is responsible for organizing, developing, and implementing a comprehensive welding training program for participating students in an actual shop area-work situation. Using their own welding experience, materials, instruments, and machinery, the Welding Instructor teaches and demonstrates welding procedures and motivates trainees toward greater achievement.

DUTIES AND RESPONSIBILITIES:

- Prepares course outlines and schedule with the help of the ASET Center Manager.
- Considering the number of students enrolled, develops lesson plans and the most workable plan for effecting good teaching techniques.
- Instruct and tutor welding trainees using online and physical materials, precision instruments, various shop machines, and other tools and devices to demonstrate methods and procedures used to accomplish a work situation.
 - Classes include training in job readiness, reliability, and interviews.
- Motivates trainees toward greater achievement in skill work performance and in maintaining a good attendance record through instruction and through individual counseling sessions.
- Operates in the spirit of teamwork, assessing the needs of students, providing tutoring, and working to guide and develop each student according to their learning needs.
- Completes monthly Progress Reports for each student.
- Performs light maintenance on welding equipment when necessary.
- Has the ability to use good judgment to resolve difficult situations with clients.
- Actively participates in the safety program, provides meaningful suggestions for working safely, and carefully observes the working environment reporting all safety hazards and dangerous situations to prevent accidents.
- Performs 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 the organization.
- Ability to use mathematics as they apply to the position.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to use independent judgment to provide guidance and solutions in difficult situations.
- 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 years of welding experience with SMAW, GMAW, FCAW, and GTAW certifications.
- An equivalent combination of education and experience is acceptable.
- Welder fabricator experience preferred.
- Bilingual in English/Spanish, preferred.

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. Employment at CHD is **at-will**. This means employment is for an indefinite period of time and it is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.*

Employee Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Reviewed by Human Resources: _____

Date: _____