



## California Human Development Job Description

**EMPLOYEE NAME:**  
**JOB TITLE:** Welding Instructor Substitute  
**DEPARTMENT/DIVISION:** Farmworker Services  
**REPORTS TO:** Anthony Soto Employment and Training (ASET) Center Manager  
**FLSA STATUS:** Non-Exempt – Temporary, Part-Time  
**LOCATION:** Various  
**REVISED DATE:** 10/04/2023

### Summary Description:

Under the supervision of the ASET Center Manager, the Welding Instructor substitute is responsible for organizing, developing, and implementing a comprehensive welding training program for participating students in the absence of the primary Welding Instructor. Using materials, instruments, machinery, and their own welding experience, the Welding Instructor Substitute instructs and demonstrates welding procedures and motivates trainees toward greater achievement.

### DUTIES AND RESPONSIBILITIES:

- Assists with instruction of students using current curriculum and the most workable plan for effecting good teaching techniques as developed by the Welding Instructor.
- Instructs and tutors 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 job interviews.
- Motivates trainees toward greater achievement in skill work performance and in maintaining a good attendance record through instruction and through individual counseling sessions.
- Evaluates and grades students in accordance with established curriculum.
- Operates in a spirit of teamwork with the staff, assessing the needs of each student, providing tutoring, and working to guide and develop each student according to their learning needs.
- Actively participates in the safety program, carefully observes the work environment, and provides meaningful suggestions for working safely.
- Other duties as assigned.

### Supervisory Responsibilities

None

### Skills and Abilities

- Bilingual English/Spanish preferred.
- Strong verbal and written communication.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to draft routine reports.
- Ability to speak effectively with students and colleagues.
- Ability to use arithmetic skills normally applied in this position.
- Ability to compute rates, ratios, and percentages.

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

**Education and/or Experience**

- High School Diploma or General Education Degree (GED).
- Six (6) months of experience in Welding field.

**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, in the past six months required, if no welding experience in the past two years; or
- If current welding experience is within the last two years, welding certificates are not required.

**Physical Requirements**

Regularly: Stand; Walk; Manual dexterity; Reach with hands and arms; Stoop, kneel, crouch, or crawl; Talk or hear; Lift up to 25 pounds

Occasionally: Sit; Climb or balance, lift up to 50 lbs.

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**

Frequently: Work near moving mechanical parts

Occasionally: Wet or humid condition, high precarious places, around fumes and airborne particles, outdoor weather conditions, extreme cold or extreme heat

Noise level: Loud

*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. All employees are to maintain a positive work atmosphere by acting and communicating in a manner that fosters a good working relationship with customers, clients, co-workers, management, and stakeholders. Employment at CHD (California Human Development) is **at will**. This means employment is for an indefinite period and 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: \_\_\_\_\_