

**Position Announcement**

**February 2017**

**POSITION:** Diesel Engine Service Technology Instructor

**Application Deadline:** Until Filled **Position Status:** Full time

**POSITION DESCRIPTION:** Under general supervision, the instructor will be responsible for providing guidance and instruction necessary to prepare students with the technical competencies essential as a diesel engine service technician. The instructor will perform all aspects of instruction for the diesel engine service technician program; effectively use oral and written communication skills; and knowledge of current in-field procedures; complete all reports, records and invoices in a timely manner and maintains accurate inventory of all assigned properties; maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards; follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution.

**Duties include:** Adheres to designated and approved lesson plan(s) using appropriate techniques and aids; develops course syllabi, goals, and objectives; conducts lecture, lab, and instructional activities, student advisement, evaluate students’ progress, maintain all required documentation, performs, and/or supervises lab set up/take down and ensures lab safety requirements and other duties as defined by The Technical College System of Georgia; Maintain program requirements, attend/complete all professional development training;

Displays a high level of effort and commitment to performing work; operates effectively within the organizational structure including GA Department of Corrections; demonstrates trustworthiness and responsible behavior; demonstrates eagerness to learn and assume responsibility; displays a "can do" approach to work; shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events; works within the system in a resourceful manner to accomplish reasonable work goals; shows flexibility in response to process change and adapts to and accommodates new methods and procedures; accepts direction and feedback from supervisor and follows through appropriately; works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes provisions of Fair Labor Standards Act; uses work time appropriately; exhibits and models positive work ethics. Performs other related duties as assigned.

**LOCATION/SCHEDULE:**

Telfair State Prison, Helena, GA; 7:00 a.m. to 5:30 p.m., Monday through Thursday

**MINIMUM QUALIFICATIONS:**

* Diploma in Diesel Equipment Technology or in a related field from a Technical or Community College.
* Two years paid full-time, in-field work experience within the past seven years.
* Two years industry experience in automotive Engine repair or a related field.
* Effective written and oral communication skills.
* Basic computer skills.

**PREFERRED QUALIFICATIONS, in addition to minimum qualifications:**

* Associates or bachelor’s degree
* Three or more years of industry experience
* Industry certification (i.e. ASE certification)
* Teaching experience at the postsecondary level.
* Teaching or work experience in a correctional setting

**PHYSICAL DEMANDS/ WORK ENVIRONMENT:**

* The work is typically performed while sitting at a desk or table or while standing or walking.
* The work is typically performed in a classroom or applicable lab setting.
* In some program or course areas, physical demands may extend to physical movement and positions for extended time periods, including bending and lifting while standing or sitting.
* The work is performed on a prison campus in a controlled environment.

***The instructor should be able to accomplish all physical activities required of the general workforce in the technical area of teaching Diesel Technology, including:***

* Physically and safely lift Diesel items on a regular basis weighing 10 to 20 pounds.
* Occasionally lift Diesel items weighing up to 50 pounds – tires and wheels
* Be able to manipulate Diesel equipment safely onto a lift or other equipment used in the Diesel lab weighing from 500 to 1,000 pounds.
* Perceive spatial awareness – Be able to see conditions that may present a dangerous environment – Glasses or corrected vision allowed
* Be able to visually perceive objects – Glasses or corrected vision allowed
* Physically respond to any dangerous condition quickly
* Physically work in an environment with variable temperatures – includes classroom, lab or parking lot
* Physically stand on your feet for at least 15 minutes an hour without a break
* Physically bend at the knees and hold an object at the same time – Be able to adjust the service rack before the bike is lifted
* Physically bend at the waist – Be able to bend over and pick-up objects (parts) from the floor

**Salary/Benefits:** actual rate is determined by the candidate’s highest qualifying degree. This is a 12 month position. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). This position is eligible for retirement benefits, state insurance, leave accrual and holiday pay.

**Application Procedure:**

All application packets MUST be submitted via the Online Job Center. As part of the application process, interested candidates shall be required to upload other documents including a current resume, transcripts from all postsecondary institutions attended and licenses and/or certifications which pertain to the position. Application packets which do not contain all required information at the time of the position closing will be considered incomplete and will not be reviewed further. It is the responsibility of interested candidates to submit the required documentation. This posting will be removed from the Job Center on the date posted above. For more information concerning this position, please contact the Human Resources Office at 478-757-3449 or hrdept@centralgatech.edu.

**All applicants are subject to the following applicable pre-employment screenings:**

* **Criminal History Records check**
* **Motor Vehicle Records check**
* **Employment References**
* **Pre-employment drug test**
* **Fingerprint records check**
* **Credit history records check**
* **Psychological screening**
* **Medical examination**

As set forth in its student catalog, Central Georgia Technical College (CGTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person has been designated to handle inquiries regarding the non-discrimination polices:

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Linda Hampton, Executive Director of Conduct, Appeals & Compliance; Room J-133, 3300 Macon Tech Drive, Macon, GA 31206; Phone: (478) 757-3408; Fax: (478) 471-5197; Email: lhampton@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.