

**Position Announcement**

**January 2016**

**POSITION:** Diesel Truck Maintenance Technician 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 truck maintenance technician. The instructor will perform all aspects of instruction for the diesel truck maintenance 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 but are not limited to:**

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;

**Location/Schedule:**

This position will be primarily assigned to the Peach County Workforce Development Center in Fort Valley; this position is projected to work the College's normal business hours of Monday through Thursday, 7:45 a.m. to 4:45 p.m. and Friday, 7:45 a.m. to 3:30 p.m.

**Minimum Qualifications:**

* Diploma in Diesel Truck Maintenance Technology or in a related field from a Technical or Community College.
* Two (2) years paid full-time, in-field work experience within the past seven years.
* Two (2) years industry experience in Diesel Engine repair or a related field.
* Effective written and oral communication skills.
* Basic computer skills.
* Possess Medium/Heavy Truck ASE certification in areas of Diesel Engines (T2), Drive Train (T3), Brakes (T4), Suspension and Steering (T5), Electrical/Electronic Systems (T6) and Heating, Ventilation, and Air Conditioning (HVAC) Systems (T7)

**Preferred Qualifications, in addition to minimum qualifications:**

* Associates or bachelor’s degree from a regionally accredited institution
* Three (3) or more years of industry experience
* Teaching experience at the postsecondary level

***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:**

Target annual gross salary is low to mid $40s. Actual rate is determined by the candidate’s experience and credentials. This is a 12 month position and is eligible for state benefits to include insurance, leave accrual, retirement and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

**APPLICATION PROCEDURE:**

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center.  A completed application packet consists of the following:

* A completed CGTC online application
* Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
* Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
* Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
* Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts.  Educational credentials, degrees, or coursework cannot be considered without transcripts.  Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

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

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| Criminal History Records | Motor Vehicle Records |
| Employment References | Pre-Employment Drug Test |
| Fingerprint Records | Credit History Records |
| Psychological Screening | Medical Examination |

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: [cajohnson@centralgatech.edu](mailto:cajohnson@centralgatech.edu).

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