



Job Title: Instructor - Heavy Equipment Operator
Status: Full Time; Temporary
Department: Santa Maria
Reports To: Center Director

Under the supervision of the Center Director, the Heavy Equipment Operator Program Instructor is responsible for providing high-quality, hands-on training and classroom instruction to students. The instructor will deliver curriculum that meets industry standards, assess student progress, and ensure compliance with regulatory guidelines in the following program competencies: Safety and Orientation to the Trade, Basic Operation, Class A CDL Training, Forklifts, Loaders, Backhoes, Dump Trucks, Basic Computer Skills, and Job Preparedness.

Provides administrative support as required and participates in planning and coordinating student activities; participates in promoting the CET mission and initiatives and in the accomplishment of the organization's goals.

ESSENTIAL JOB FUNCTIONS (May include, but not limited to, the following):

- Knowledge of and must have a "Train-the-Trainer course.
- Provides direct instruction using a variety of techniques and approaches — lecture, small group, individualized hands-on training, etc.—on a daily basis. This includes the use of technology, equipment, tools, and materials, as appropriate.
- Integrates academic and occupational competencies, including VESL support, as needed, knowledge, and attitudes into lesson plans.
- Demonstrates effective teaching methods and techniques to engage all students in learning activities and may access various digital tools and resources to enhance training.
- Prepares written materials and handouts that are descriptive, well-organized and legible.
- Provides job preparation, resume writing, interviewing techniques and job retention instruction.
- Conducts program orientation sessions for prospective and new applicants.
- Maintains a professional, well-organized and stimulating atmosphere in the classroom/shop which is conducive to learning.
- Interacts with students, co-workers and supervisors in a positive, cooperative and professional manner, so as to demonstrate to students a model of expected behavior on the job. Manages student behavior in the classroom/shop.
- Conducts individual advising sessions; motivates students toward greater achievement in skill work performance and in maintaining good attendance. Promotes "self-help" attitudes and positive self-images.
- Evaluates students' progress in accordance with established standards and criteria.
- Conducts student follow-ups with Job (J) status students and graduates at the required intervals, and forwards information to the MIS Department.

- Plans and coordinates guest speakers and industry tours that enhance employment opportunities for students.
- Maintains professional relations with technical advisory committee and its members.
- Collaborates with staff to assess student and program needs; works as a unit team member for the guidance and development of every student.
- Maintains confidential attendance records, student files, including progress reports that may be shared with sponsoring agents, complying with all federal and state laws regarding adherence to safeguards to protect confidential student data.
- Utilizes software programs to analyze, process, record, retrieve and verify statistical data, and to prepare training materials.
- Researches, evaluates, selects, and orders books, instructional aids, and equipment; maintains and secures required inventory.
- Assists with planning and coordinating special projects and program events; participates in student recruitment activities and other CET initiatives.
- Maintains technical skill knowledge by completing continuing education courses in his/her subject area, classroom management or other courses related to teaching as required.
- Attends staff development trainings as required.
- Maintains good organization in the classroom or other work areas and adheres to safety standards. Conducts regular inspections of designated work areas and equipment and reports any hazardous or unsafe working conditions to their supervisor or safety committee. Works with other staff to conduct emergency disaster drills.
- Responds as the campus security authority as needed during a safety, security, emergency or disaster situation as assigned.
- Performs other program related duties as required.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of modern Heavy Equipment Operation technology and CDL requirements.
- Knowledge of principles of student advising and training methods and techniques.
- Ability to plan, implement, and evaluate effectiveness of training and achievement of program goals.
- Knowledge of computer equipment operations and various software programs including, word processing, database management and spreadsheet applications.
- Knowledge of current safety standards related to the classroom/shop and heavy equipment operations environment.
- Exhibit sensitivity to a multicultural student population.
- Ability to work under pressure and exercise flexibility as needed. Act independently and exercise sound judgement; maintain confidentiality in all matters related to students.

- Effective oral and written communication skills.
- Ability to prepare and present reports and recommendations.
- Ability to analyze system reports to ensure accuracy and determine compliance with established performance standards.
- Ability to meet performance standards, and to plan and execute corrective action as needed.
- Ability to ensure accurate and timely preparation of various required documentation.
- Ability to establish and maintain effective cooperative relationships.
- Ability to identify problems and develop creative solutions both independently and in cooperation with others.
- Students and instructor are required to take a pre-employment drug test and will be placed in a random pool.

EDUCATION AND/OR EXPERIENCE:

- A minimum of a High School Diploma (or its equivalent GED) and
- A minimum of three (3) years of industry experience, education and training in current practices of the subject area they are teaching or meets the equivalency of the minimum qualifications in the technical area of instruction.
- Must two years (2) + of experience as heavy equipment operator on construction sites.
- Experience in operating a back hoe, skid steer, excavator, loader, and dump trucks.
- Experience working with persons of diverse socio-economic and ethnic backgrounds.

LICENSES AND CERTIFICATIONS:

- A valid California Class A or B license and valid medical certificate
- Satisfactory completion of one of the following courses may be substituted for a maximum of six months' experience:
- Heavy Equipment Operations and Maintenance course
- Heavy Duty Equipment Operator training course
- Equipment Operator Training course

CRIMINAL BACKGROUND CHECK:

Pursuant to California Code of Regulations, Title 5, Section 71720, CET will not employ or continue to employ any instructor or faculty who was adjudicated in any judicial or administrative proceeding as having: (1) violated any provision of the California Private Postsecondary Education Act of 2009 (Cal. Educ. Code § 94800, et seq.) or its implementing regulations (Cal. Code Regs., tit. 5, § 70000 et seq.); (2) committed an act that would constitute grounds for denial of a license to instruct under California Business and Professions Code, Section 480; (3) committed an act that would constitute grounds for denial of a license to instruct in any other legal jurisdiction; or (4) committed an act that would violate CET policy. Criminal background checks are

required for instructor applicants recommended for hire or current employees who are transferred, promoted, reclassified, or reassigned to instructor positions.

EQUAL EMPLOYMENT OPPORTUNITY

CET will consider and hire qualified applicants without discrimination. CET maintains as its staffing goal to recruit and maintain a workforce that reflects the diversity of the CET community.

Job Type: Full-time

Pay: \$22.00 - \$32.00 per hour

Benefits:

- 401(k)
- Health insurance
- Paid time off

Schedule: Monday to Friday

Work Location: In person - 509 W Morrison Ave, Santa Maria, CA 93458