



Job Title: Instructor – HVAC Technician and Green Technology
Status: Part-Time or Full-Time; Temporary
Department: Santa Maria
Reports To: Center Director

JOB DESCRIPTION:

Part-Time 30 hours or Full-Time

CET is seeking a knowledgeable and dedicated HVAC Technician and Green Technology Instructor to train and mentor students in a postsecondary career technical education (CTE) setting. The ideal candidate will have extensive industry experience in HVAC systems, refrigeration, and green energy technologies, as well as a commitment to preparing students for successful careers in the field.

Under the supervision of the Center Director, performs technical training instruction in the HVAC Technician & Green Technology skill competencies: Orientation to HVAC, Safety & Tools, Trade Math, Electricity, Refrigeration & Recovery, Heating Equipment, Pipe Fitting, Brazing & Soldering, Ductwork, Green Technology, Basic Computer Skills, Customer Service 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):

- Develop and deliver engaging HVAC and green technology curriculum in accordance with industry standards and certification requirements.
- Provide hands-on training in HVAC installation, maintenance, repair, troubleshooting, and energy-efficient practices.
- Teach concepts related to green building technology, energy efficiency, and sustainable HVAC solutions.
- Assess and evaluate student performance through practical demonstrations, exams, and assignments.
- Maintain accurate student records, attendance, and progress reports.
- Ensure classroom and lab environments comply with all safety regulations and best practices.
- Guide students in preparing for industry-recognized certifications such as EPA 608, NATE, and other relevant credentials.
- Stay current with industry advancements, emerging green technologies, and instructional best practices.
- Collaborate with faculty and staff to enhance program effectiveness and student success.
- Provide career guidance and support in job placement efforts for students entering the workforce.
- Performs other program related duties as required.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of modern technology and field related terminology.
- 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 a classroom/shop and commercial building 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.
- Strong understanding of HVAC principles, energy-efficient practices, and emerging green technologies.
- Excellent communication, interpersonal, and organizational skills.
- Ability to engage diverse learners and foster a positive learning environment.
- Proficiency with instructional tools, technology, and hands-on training equipment.
- Knowledge of current industry software and diagnostic tools.
- Experience with career training programs and student mentorship.
- **Bilingual (English/Spanish) skills are a plus.**

EDUCATION AND/OR EXPERIENCE

- CET shall employ instructors who possess the academic, experiential and professional qualifications to teach, including a minimum of a high school diploma (or its equivalent)
- A minimum of 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.
- Experience working with persons of diverse socio-economic and ethnic backgrounds.

LICENSE/CERTIFICATES

- A2L certification required, or be willing to complete within 6 months of being hired.

- Willingness to complete **Daikin equipment training certification**.
- Required Licenses: EPA 608; EPA 410A
- Required Certifications: BPI; Green Awareness
- Additional certifications such as NATE, LEED, or Building Performance Institute (BPI) are a plus.
- Use of a personal or company vehicle for CET business may be necessary in the performance of assigned duties such as attending meetings and events, recruiting, transporting students, picking up materials, and running errands.

The Human Resources Department may request copies of a valid driver's license and proof of personal automobile insurance upon being hired and annually thereafter.

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.

CONFIDENTIAL STATEMENT

All CET positions are required to maintain confidentiality, even after CET employment ends, of all information about CET participants, employees and services. Federal and State laws and regulations provide civil and criminal sanctions against personnel who fail to enforce safeguards required to protect confidential student information/ records/ data.

WORKING CONDITIONS

In the capacity of instructional lecturing duties, position requires standing, sitting, talking, walking, reaching, twisting, and turning. The hands-on technical demonstration also requires bending, stooping, squatting, kneeling, crouching, crawling (in confined spaces on occasion), grasping, repetitive hand movement and fine coordination when using small hand tools. Additionally, the position requires near and far vision in reading reports and work-related documents and using related office equipment, computer and other media tools. The ability to lift, carry and push tools, equipment and supplies weighing up to 75 pounds. The incumbent may be exposed to related chemicals and products associated with HVAC work environment. The incumbent may also be required to climb ladders, use power and noise producing tools and equipment. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation. May be required to travel for periodic trainings or CET business related activities.

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.

Benefits:

Job Type: Part-Time or Full-time

Pay: \$22 - \$32 per hour

Benefits:

- Health insurance
- Paid time off

Schedule: Monday to Friday from 7:00 p.m. to 4:00 p.m.

Work Location: In person – 509 Morrison Ave, Santa Maria Ca 93458