



Job Title: Instructor – Plumbing Technician
Status: Full-Time; Temporary
Department: Colton
Reports To: Center Director

Under the supervision of the Center Director, the Plumbing Technician Instructor provides technical training instruction in the Plumbing Technician program. Instruction includes, but is not limited to, the following program competencies: Introduction to the Plumbing Trade; Plumbing Power and Hand Tools; Basic Electricity and Integrated Math; Introduction to Pipes, Fixtures, and Fittings; Introduction to DWV Systems; Water Distribution Systems; Fixtures, Valves, and Valve Types; Structural Penetrations and Protection of Water Supply Piping; Potable Water Supply Treatment and Compressed Air; Installation of Water Heaters, Heat Pump Water Heaters, and Fuel Gas and Oil Systems; Construction and Plumbing Drawings; Basic Computer Skills and Customer Communication; and Job Preparedness.

The instructor is responsible for delivering high-quality classroom and hands-on training, supporting student achievement, maintaining accurate student and program records, supporting program improvement, and promoting CET's mission, initiatives, and organizational goals. The instructor also provides administrative support as required and participates in planning and coordinating student activities, program events, and industry-related learning opportunities.

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

Instructional Delivery and Curriculum Implementation

- Conducts daily classroom and hands-on instruction using a variety of instructional methods, including individual training, small-group instruction, demonstrations, guided practice, and other appropriate teaching strategies.
- Develops, organizes, and integrates skill competencies, instructional goals, and learning objectives into lesson plans aligned with program requirements and established training standards.
- Demonstrates effective teaching methods and technical training techniques that support student learning, skill acquisition, and workforce readiness.
- Utilizes dynamic instructional approaches to engage students in learning activities and, when appropriate, incorporates multimedia tools, technology, and instructional resources to enhance training.
- Integrates vocational English, applied math, technical terminology, and workplace communication skills into daily lesson plans and hands-on training, including support for limited-English-speaking students.
- Prepares written instructional materials, handouts, assignments, and training resources that are accurate, organized, descriptive, and legible.
- Provides instruction in job preparation, resume writing, interviewing techniques, job retention, workplace expectations, customer communication, and hidden labor market strategies.

Student Advising, Support, and Progress Monitoring

- Conducts individual advising sessions to support student achievement, attendance, skill development, workplace readiness, and successful program completion.
- Motivates students toward improved performance, persistence, self-confidence, positive self-image, and self-help attitudes.
- Evaluates student progress in accordance with established standards, competencies, performance criteria, and institutional requirements.
- Collaborates with staff to assess student and program needs and works as part of the center team to support the guidance, development, and success of every student.
- Interacts with students, co-workers, supervisors, and partners in a positive, cooperative, and professional manner, modeling the workplace behaviors expected of students.
- Manages student behavior in the classroom and shop environment in a manner that promotes safety, accountability, professionalism, and respect.

Classroom, Shop, Records, and Program Administration

- Maintains a professional, well-organized, safe, and stimulating classroom and shop environment that is conducive to learning.
- Maintains confidential attendance records, student files, progress reports, and other required documentation in compliance with institutional procedures and all applicable federal and state laws governing student privacy and data protection.
- Uses software programs to analyze, process, record, retrieve, and verify student, program, and statistical data and to prepare instructional materials and reports.
- Ensures the accurate and timely preparation, maintenance, and submission of required student, instructional, and program documentation.
- Researches, evaluates, selects, and orders books, instructional aids, supplies, tools, equipment, and other training resources as needed.
- Maintains and secures required program inventory, tools, equipment, instructional materials, and shop resources.
- Performs other program-related duties as assigned.

Recruitment, Student Placement Support, and Industry Engagement

- Conducts skill informational sessions for prospective and new applicants.
- Participates in student recruitment activities, program events, special projects, and other CET initiatives as assigned.
- Plans and coordinates guest speakers, employer presentations, field experiences, and industry tours that enhance student learning and employment opportunities.
- Maintains appropriate relationships with Industrial Advisory Board members, Technical Team members, employers, and other industry partners to support program relevance and student employment outcomes.
- Conducts required follow-up with Job-status students and graduates at established intervals and forwards required information to the appropriate department.

Professional Development and Program Improvement

- Maintains current technical knowledge and skill proficiency by completing continuing education, industry training, certification-related activities, and other professional development in the plumbing field.
- Participates in staff development, instructional training, classroom management training, and other required professional learning activities, which may include overnight travel.
- Contributes to continuous program improvement by identifying instructional needs, recommending improvements, supporting program goals, and participating in activities that strengthen student outcomes.

Safety, Security and Emergency Preparedness

- Maintains good organization in the classroom, shop, and other assigned work areas and adheres to applicable safety standards.
- Conducts regular inspections of designated work areas, tools, and equipment and reports hazardous or unsafe conditions to the supervisor, safety committee, or other appropriate personnel.
- Works with staff to support emergency preparedness activities, including emergency and disaster drills.
- Responds as a campus security authority, as needed, during safety, security, emergency, or disaster situations.

Required Knowledge and Abilities

- Knowledge of modern plumbing technology, tools, materials, systems, installation practices, safety procedures, and field-related terminology.
- Knowledge of current safety standards related to the plumbing industry, construction environments, shop operations, and instructional laboratory settings.
- Knowledge of student advising principles, adult learning strategies, instructional methods, and technical training techniques.
- Ability to plan, implement, and evaluate effective technical instruction and measure student achievement of program competencies and goals.
- Ability to develop lesson plans, instructional materials, demonstrations, hands-on learning activities, and assessments aligned with program requirements.
- Ability to use computer equipment and software programs, including word processing, spreadsheets, email, online research tools, learning technologies, and data systems.
- Ability to analyze reports and data to ensure accuracy, monitor performance, determine compliance with established standards, and support corrective action as needed.
- Ability to prepare and present reports, recommendations, instructional documents, and required program records accurately and timely.
- Ability to maintain confidentiality in all matters related to students, personnel, and institutional operations.
- Ability to work under pressure, exercise flexibility, act independently, use sound judgment, and respond appropriately to changing circumstances.
- Ability to establish and maintain effective, cooperative, and professional relationships with students, staff, supervisors, employers, advisory members, and community partners.
- Ability to communicate effectively, both orally and in writing.

- Ability to identify problems, develop practical solutions, and work both independently and collaboratively with others.
- Ability to meet established performance standards and participate in corrective action or improvement planning as needed.
- Ability to demonstrate sensitivity to and respect for a multicultural student population, including students from diverse socio-economic, educational, linguistic, and ethnic backgrounds.

Education and/or Experience

- CET shall employ instructors who possess the academic, experiential, and professional qualifications necessary to teach in the assigned technical area, including a minimum of a high school diploma or its equivalent.
- A minimum of three years of industry experience as a certified plumber, or equivalent education, training, and experience in current practices of the subject area being taught, is required.
- Candidates must meet the minimum qualifications, or approved equivalency, in the technical area of instruction.
- Experience working with individuals from diverse socio-economic, educational, linguistic, and ethnic backgrounds is highly desired.

Preferred Qualifications

- Degree or certificate in Plumbing from an accredited institution.
- State plumbing licensure or other recognized plumbing-related credential.
- Ability to teach water heating systems, including tankless water heaters, hybrid plumbing technology, boilers, hydronics, and related systems.
- Prior teaching, training, mentoring, or instructional experience.

Driver License

- Use of a personal or company vehicle for CET business may be necessary in the performance of assigned duties, including attending meetings and events, participating in recruitment activities, transporting students when authorized, picking up materials, and running work-related errands.
- The Human Resources Department may request copies of a valid driver's license and proof of personal automobile insurance upon hire and annually thereafter.

Preferred Qualifications

- Degree or certification in Plumbing from an accredited institution and/or state plumbing licensure.
- Ability to teach water heating, including tankless, hybrid plumbing technology, boilers and hydronics.
- Prior teaching experience

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, grasping, repetitive hand movement and fine coordination when using small hand tools and equipment.

Additionally, the position requires near and far vision in reading reports and work related documents and using related equipment, computer and other media tools. The ability to lift, carry and push tools, equipment and supplies weighing up to 50 pounds. The incumbent may be exposed to work related fumes, heat, chemicals, and other products associated with a welding shop environment. The incumbent may also be required to climb ladders, use power and noise producing tools and welding machinery. 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.

Job Type: Full-time

Pay: \$22.00 - \$32.00 per hour

Benefits:

- Health insurance
- Paid time off

Schedule: Monday to Friday

Work Location: In person – 1099 N Pepper Avenue, Colton, CA 92324