

**Department:** Trades & Engineering Technology**Salary Grade:** PTF**Position #:****Reports To:** Associate Dean, Trades & Engineering Technology

**POSITION SUMMARY** Assist Gas Utility Service and Construction faculty with indoor and outdoor lab activities. Ensure the safety of the students through observation and guidance during lab activities. Set up and maintain appropriate equipment utilizing industry standard procedures for operation and safety.

### **ESSENTIAL FUNCTIONS**

#### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

#### **Essential Functions Statement(s)**

- Technical Training and experience on equipment related to the program field of study allowing individual to operate and troubleshoot equipment and activities performed by students –examples: backhoes, trenchers
- Provide assistance to instructors – on safety, demonstrations, individual help for students, construct training aides
- Assist instructors in writing requisitions for instructional supplies, equipment repair, tools and other services as needed
- Participate in the development and analysis of program budget needs and historical spending analysis.
- General maintenance and repair of tools and equipment
- Inspect and maintain a log of student work
- Ordering supplies and maintaining inventory procedures
- Participate in program team meetings

### **POSITION QUALIFICATIONS**

#### **Competency Statements (s)**

- Values - Demonstrate behaviors and action that support the College's values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, disability, socio-economic background, or job type.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.

### **SKILLS & ABILITIES**

**Education:** Technical Diploma or equivalent experience.

**Experience:** Minimum of four years' work experience as a gas utility worker or in related field. Experience and training as a journeyman gas is preferred

*\*\*An equivalent combination of education and work experience may be considered*

**Computer Skills:**

Microsoft Office Suite

**Other Requirements:**

Knowledge of the gas and electrical power industry

Journeyman, apprenticeship or other related experience

Must hold a valid/current Commercial driver's license and be insurable under the Districts standard insurance policy terms.

Ability to climb (utility poles or from ditches)

**PHYSICAL DEMANDS**

N – Not Applicable

O – Occasionally – up to 33 percent of the time or 0 to 2.5 hours per day

F – Frequently – 33 to 66 percent of the time or 2.5 – 5.5 hours per day

C – Constantly – more than 66 percent of the time or more than 5.5 hours per day

**Physical Demands**

		<b>Lift/Carry</b>	
Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	O (Occasionally)
Reach Outward	F (Frequently)	<b>Over 100 lbs</b>	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	Push/Pull	
Climb	F (Frequently)	12 lbs or less	F (Frequently)
Crawl	F (Frequently)	13-25 lbs	F (Frequently)
Squat or Kneel	F (Frequently)	26-40 lbs	F (Frequently)
Bend	F (Frequently)	41-100 lbs	O (Occasionally)

**Other Physical Requirements**

- Vision
- Sense of Touch
- Sense of Sound
- Ability to wear Personal Protective Equipment (PPE)

**Work Environment**

- Dust
- Equipment Noise
- Other –outdoor, extreme cold and heat

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.