LEHIGH CAREER & TECHNICAL INSTITUTE

Position Description

Position Title: Heavy Equipment Operations Program Instructor

Qualifications/Certification:

1. Certification – No certification is required for this position under the state school code.
2. The following qualifications are preferred for this position:
   a. Shall have experience in Heavy Equipment Operations.
   b. Shall have experience in private sector employment related to the Heavy Equipment Operations industry.
   c. Shall have some teaching experience.

Reports To/Supervised By: Director of Adult & Continuing Education

Supervises: Adult students in the Heavy Equipment Operations Program

Responsibilities:

The performance responsibilities shall include, but not be limited to the following:

1. Shall assist the Head Instructor in developing and implementing a competency-based program of study for the Heavy Equipment Operations trade that meets the individual needs, interests and abilities of the students.
2. Shall instruct students in rules and regulations, equipment inspection, of a Heavy Equipment Operator and job search skills.
3. Shall establish work and maintenance schedules for the trainees.
4. Shall assess the accomplishments of students on a regular basis and provide program reports as required.
5. Shall assist in the selection of instructional materials.
6. Shall submit purchase requisitions for approval of necessary operational supplies, equipment and repairs.
7. Shall inspect merchandise, packing slips and submit all invoices to the Business Office of Lehigh Career & Technical Institute for payment.
8. Shall maintain accurate and complete records as required by administrative regulations.
9. Shall develop safety regulations and administer a firm safety program as an ongoing policy consistent with Lehigh Career & Technical Institute, state and federal regulations.
10. Shall recommend disciplinary actions of trainees to the Head Instructor.
11. Shall assume the responsibilities and duties of Head Instructor in his/her absence.
12. Shall promote public relations with business, industry and the general public with regard to the training program.
13. Shall represent the Heavy Equipment Operations Program at meetings when required or when the Head Instructor cannot be present.
14. Shall communicate with the Coordinator to keep him/her fully informed as to the operational matters pertaining to the training program.
15. Shall provide any other services or perform duties as may be requested by the Head Instructor and/or Director of Adult & Continuing Education.

Physical Requirements of Job:

MEASURED IN TERMS OF FREQUENCY

<table>
<thead>
<tr>
<th>Not At All</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
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</thead>
<tbody>
<tr>
<td>0</td>
<td>1 – 33%</td>
<td>34 – 66%</td>
<td>67 – 100%</td>
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**LIFTING:**

- Up to 10lbs: Occasionally
- 11 to 20 lbs: Occasionally
- Beyond 20lbs: Occasionally

**BODY MOVEMENTS:**

- Bend/Stoop: Occasionally
- Climb: Occasionally
- Kneel: Occasionally
- Push: Occasionally
- Pull: Occasionally
- Twisting: Constantly
- Standing: Constantly
- Sitting: Constantly
- Walking: Constantly

Terms of Employment:

Length of Work Year: This position shall be contingent upon terms of funding. A Conditions of Employment letter shall document specific terms in regard to salary, benefits and the length of the work year.
Evaluation:

Performance shall be evaluated by the Director of Adult & Continuing Education of Lehigh Career & Technical Institute.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the LCTI of any and all reasonable accommodations that will be required.

LCTI is an equal opportunity employment, educational and service organization.

I have read and understand the requirements of the job and I can perform the physical requirements of the job either with or without reasonable accommodations.

____________________________________
Applicant’s Signature

9/13/05
jobdesc/heoinstructor