

POSITION DESCRIPTION

PART I – IDENTIFYING DATA

| | | | |
|------------------------|---------------------|----------------------------|------------------------------|
| Position No: | | Division: | School of Trades |
| Position Title: | Instructor, Welding | Headquarters: | Dawson City |
| Incumbent: | n/a | Supervisor's Name: | Jeff Wolosewich |
| Date Completed: | May 21, 2002 | Supervisor's Title: | Dept. Head, School of Trades |
| Date Updated: | September 12, 2024 | | |

PART II - SUMMARY (broad statement of why position exists)

Reporting to the Department Head of Trades, this position is primarily responsible for instructing the Welding Pre-Apprenticeship program in Dawson City. This program provides opportunities for employment entry, further education/training and/or professional and personal development in the Welding Industry. Duties will include conducting both theoretical & practical lessons through classroom and/or distance learning technologies, curriculum development, and student advising.

A. Duties and Responsibilities:

1. Major function – the single most important activity or responsibility required (describe what is done, why it is done, and how it is done):

Instruct/develop programs and courses for purposes of employment entry, apprenticeship, further education or training, and/or professional and personal development, by:

- a. Planning, organizing, and conducting both theoretical & practical lessons, through classroom and/or distance learning technologies, in subject areas of instruction;
- b. Consulting and liaising with other instructors as needed, to integrate program/course content or to team-teach;
- c. Assigning and reviewing work of students;
- d. Maintaining accurate records, student assessments, progress reports, attendance, background information or terminations, final reports, and placement/employer requests, etc.;
- e. Liaising with Admissions, Counselors, and other staff on items such as student admissions, counseling referrals, learning assistance, and student discipline/attendance problems;
- f. Researching and maintaining effective curriculum through reviewing and writing instructional materials, learning material aids, applying distance learning technologies and assessing audio-visual resources for content and accuracy.
- g. Coordinating with the other instructors and the lab technician issues such as Inventory Control, facility maintenance, tool repair, purchasing and supply.
- h. Participate in cost recovery initiatives.

Approximate percentage of job time major function is performed: 80%

2. Other principal activities, in order of importance (describing for each what, why, and how, and approximate percentage of job time required, rounded off to the nearest 5%):

Supports instructional administration and program relevance by:

- a. Preparing annual Capital and O&M budget estimates covering program/course needs for submission to supervisor; requisitioning supplies, equipment, and repairs against budget allocations; and maintaining an inventory of program supplies and equipment;
- b. Reporting status and progress of programs and courses and making recommendations on new and existing program proposals, implementation, and delivery to the Department Head on a regular basis;
- c. Planning the course schedules and instructor assignments and ensuring that the appropriate administrative practices are followed;
- d. Collaborating with the Department head to develop, implement and manage cost-recovery initiatives by maintaining links with the industry and public.
- e. Recommending the hiring of casual staff as needed to implement programs and services;
- f. Maintaining currency in subject area and in adult education and ensuring program/course relevance by participating in relevant professional activities and liaising with other instructors/institutions;
- g. Serving as a member on committee(s) as appropriate;
- h. Advising prospective and registered students regarding their academic programs;
- i. Participation in program evaluation.
- j. Liaising with institutions/agencies
- k. Attending articulation conferences as appropriate

Approximate percentage of job time major function is performed: 20%

2. Approximately how long will it take for a fully qualified employee from outside the work unit to reach the full working level of the position?

Approximately one year.

B. Problem- solving and decision-making

1. a) List any sections of Acts, Regulations, Policies or Procedures with which the incumbent must be fully familiar with in order to perform the position's functions:

Yukon University's Policy & Procedures Manual; Academic Regulations and Procedures; agreements between University and agencies; relevant occupational certification standards and requirements. Human rights and Harassment Policies, Occupational Health and Safety Act.

b) Is the position responsible for interpreting, administering, or enforcing any of the above? If yes, explain.

Yes – interpretation of policy/procedures and compliance with all the above.

2. a) **Describe the kinds of recommendations the incumbent is regularly required to make and to whom:**

To Supervisor – regarding budget input, purchase of instructional materials, capital expenditures, training and development needs, facility modifications, program changes, policies, and procedures, and termination of students.

To Program Colleagues – regarding program/course content, learning activities, instructional strategies, and student progress.

- b) **Who normally makes the final decisions with respect to those recommendations?**

Department Head

3. a) **Describe the kinds of final decisions regularly made for which the incumbent is held accountable.**

Student assessment; purchase, preparation and use of instructional materials; selection of appropriate teaching methods; student placements; schedules; advanced standing in the program; transfer, placement, and termination of students.

- b) **What is the direct impact of those decisions?**

Quality of instruction, student retention and progress in University programs/courses, advanced standing in other programs (as applicable), employability, transferability, etc.

C. Freedom to Act

1. **Describe the way in which this position receives direction:**

From the supervisor via group meetings and/or individual discussions; from University Mission and Ends Statement; from approved policies and procedures and from structured feedback.

2. **What legislation, regulations, procedures or established practices guide, constrain, or limit the activities of this position?**

See B.1 a) above.

3. **How is the work of the position normally checked or evaluated?**

Through supervisor's meetings; self, peer, student, and supervisory evaluations; feedback from clients, employers and/or departmental and University managers.

4. **What types of decisions are normally referred to the supervisor? (Give examples)**

Budget allocations; changes in programs and courses; curriculum changes; scheduling in cooperation with the other program areas; policy matters, student termination.

D. Financial Accountability

1. **Program Dimensions:**

- appraisal with them, making a final recommendation to advance or withhold merit increments
- ___ g) Recommend appointment or rejection upon completion of probationary period
 - ___ h) Interview employees with attendance or performance problems
 - ___ i) Act as first formal step in the grievance procedure
 - ___ j) Interview candidates for vacant positions in the unit
 - ___ k) Give opinion to supervisor on selection of new employees, or make final decision on selection of new employees
 - ___ l) Other (describe)

F. Key Personal Contacts

| <u>Who (what positions or groups)</u> | <u>Purpose</u> | <u>Frequency</u> |
|---------------------------------------|---------------------------|------------------|
| 1. Instructors (other) | Advice | Daily |
| 2. Students | Instruction & Supervision | Daily |
| 3. Agencies | Coordination | Weekly |
| 4. Dean (Supervisor)/Dept Head | Direction | Monthly |
| 5. University Staff | Direction and Advice | Weekly |

G. Tools, Equipment, or Machinery Used

| <u>Name</u> | <u>Purpose</u> | <u>Frequency</u> |
|------------------------------------|-----------------------|------------------|
| Audio-visual equipment | Instruction | 10% |
| Distance Learning Technologies | Instruction | 10% |
| Computer | | |
| - MS Office | Productivity | 25% |
| - Banner | Administrative Duties | 10% |
| - Internet | Communications | 5% |
| -All hand, power, stationary tools | Instructional | 25% |
| -forklift, truck | Maintenance | 5% |

H. Working Conditions

Describe any adverse conditions that are normal and expected in the job.

Adverse weather conditions, heights, regular shop hazards.

a) Describe weights lifted:

| <u>Type</u> | <u>How Heavy</u> | <u>Percentage of time</u> |
|--|------------------|---------------------------|
| Program related equipment or Materials | up to 25 kg | daily |

b) What working conditions (sitting, standing, bending, reaching) or types of physical effort (hiking, walking, driving) are required?

| <u>Type</u> | <u>Percentage of time</u> |
|---|---------------------------|
| Normal classroom and office environment | 50% |
| Shop environment | 50% |

c) Describe any **physical hazards** present:

| <u>Type</u> | <u>Percentage of time</u> |
|---|---------------------------|
| Industrial shop hazards. Inexperienced students regarding safety issues Extended periods working/standing on concrete floors Toxic chemicals, Fumes, smoke Noise | 40% |

d) Describe special **physical conditions** leading to discomfort:

| <u>Type</u> | <u>Percentage of time</u> |
|--|---------------------------|
| Weather, Working in unusual positions | 20% |

e) **Interpersonal Conditions:** Check any of the following conditions which are normal and expected in the job and give examples:

- high level of dissatisfied students
- high level of emotional students
- potential physical abuse from students
- regular critical deadlines, e.g., course commencement and completion dates; budget input; frequent unscheduled student contacts
- high level of irregular critical deadlines
- constant interruptions
- instructions from more than one source
- other: students under personal or work-related stress

f) **Travel Required**

- a) Average number of trips annually - 1-2
- b) Average number of days per trip -5
- c) Average distance - variable
- d) Most frequent mode of transportation - motor vehicle, air

I. Organizational Chart

- Complete portion above dashed line whether the position supervises or not.
- Complete portion below dashed line if this position supervises others.

IMMEDIATE SUPERVISOR'S POSITION

Title: Department Head, Trades, Technology & Mining
Classification Level: BU10

PEER POSITIONS: (all those reporting to the same immediate supervisor)

| | | |
|--|--|--|
| Title: Dept. Head, Trades & Tech Classification Level: BU10 | Title: Manager, PH&S Classification Level: BU09 | Title: Instructor/Coordinators Classification Level: BU09 |
|--|--|--|

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|--|---------------------------------|---------------------------------|
| Title: Instructors Classification Level: BU09 | Title: Classification Level: | Title: Classification Level: |
|--|---------------------------------|---------------------------------|

SUBORDINATE POSITIONS:

| | | |
|--|--|--|
| Title: Classification Level: No. of Employees: | Title: Classification Level: No. of Employees: | Title: Classification Level: No. of Employees: |
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| Title: Classification Level: No. of Employees: | Title: Classification Level: No. of Employees: | Title: Classification Level: No. of Employees: |
|--|--|--|

PART III – SIGNATURE

I confirm that this describes the duties and responsibilities I require of an incumbent in this position and have reviewed the description with the incumbent (where applicable).

I have read the foregoing position description and understand that it is a general description of the duties and responsibilities assigned to the position I occupy

Dean/Director or Designate

Incumbent

Date: _____

Date: _____

PART IV – QUALIFICATIONS

To be completed by the Dean/Director or designate

A. Minimum Knowledge, Skills, and Abilities Required

Extensive knowledge of the current area of instruction, including Automotive Industry, domestic and foreign;
Knowledge of instructional techniques, practices and strategies in adult education including the knowledge of distance learning methodologies and technologies and willingness to use and stay current;
Instructional experience relating to skill development and employability;
Knowledge of northern, multi-cultural issues and trends;
Effective interpersonal skills;
Excellent communication skills, both orally and in writing;
Able to plan, organize, develop and /or facilitate courses, workshops or lessons;
Experience working effectively in a team environment;
Ability to advise students on academic issues/concerns;
Willingness to travel regularly to Yukon communities.

B. Licenses, Certificates Required - give title and section of any legislation, regulations, or other authority where applicable

Red Seal Journeyperson Certification, Welding;
First aid, WHMIS;
Valid Teaching Certificate, instructor's certification or willingness to obtain the same;

C. Other skills and/or knowledge which may be desirable, but not necessarily essential to the performance of the position's duties.

Experience in a multicultural educational environment

PART IV – UNIVERSITY SIGNOFF

Comments:

I approve this position description as being representative of the work I require to be performed and that the responsibility levels identified have been delegated to this position.

Director, Human Resources Services

University President

Date: _____

Date: _____

FOR HUMAN RESOURCE SERVICES USE ONLY:

| | |
|---------------------------|-------|
| Evaluation Point Results: | |
| Knowledge and Skills: | _____ |
| Accountability: | _____ |
| Mental Demands: | _____ |
| Working Conditions: | _____ |
| Total Points: | _____ |
| Pay Level: | _____ |