

POSITION DESCRIPTION

PART I – IDENTIFYING DATA

Position No: YC _____ **Division:**
Position Title: Instructor, Carpentry **Headquarters:** Whitehorse
Supervisor's Title: Department Head, School of Trades
Date Completed: September 27, 2024

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

Reporting to the Department Head, School of Trades, this position is primarily responsible for providing instruction in the Construction Carpentry field. The incumbent will teach and supervise students at Ayamdigut Campus in Whitehorse, Yukon, and teaching duties may include Pre-apprenticeship and all levels apprenticeship training, depending on the annual schedule.

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 Pre-apprenticeship and apprenticeship training by:

- a. Planning, organizing, and conducting both theoretical & practical lessons, through classroom and field lessons, in subject areas of instruction;
- b. Consulting and liaising with other instructors as needed, to integrate program/course content or to team-teach ex. Plumbing or electrical;
- c. Collaborating with the Dept. Head and other faculty members to ensure timely and coordinated progress of projects;
- d. Assigning and reviewing work of students;
- e. Assisting, providing and/or linking students to support re: barriers to employment & training;
- f. Maintaining accurate records, student assessments, progress reports, attendance, background information or terminations, final reports, and potential placement/employer requests, etc.;
- g. Liaising with Admissions, Counselors, and other staff on items such as student admissions, counseling referrals, learning assistance, and student discipline/attendance problems.
- h. 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.
- i. Inventory Control, facility maintenance, tool repair, purchasing and supply

Approximate percentage of job time major function is performed: 90%

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 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
- c. Collaborating with peers and Dept Head to planning training schedules and instructor assignments and ensuring that the appropriate administrative practices are followed;
- d. Recommending the hiring of casual staff as needed to implement programs and services;
- e. 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;
- f. Performs other related duties.

Approximate percentage of job time major function is performed: 5%

2. Examples of additional divisional duties which may be performed:

contacts with employers; participating in program evaluation,

Approximate percentage of job time major function is performed: 5%

3. 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.

C. 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 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, National and Provincial (Alta.) Building Codes

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 of 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, , program changes, policies, and procedures, and progress of construction projects.

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

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

Department Head, School of Trades

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; time tabling; 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.

D. Freedom to Act

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

From the Dept Head

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 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.

E. Financial Accountability

1. Program Dimensions:

a) Annual Budget (for unit under the direct control of the position) :

Fiscal year:		
Annual Payroll:	\$	
O/M Budget (excluding payroll):	\$	
Capital Budget (excluding payroll):	\$	N/A
Revenues:	\$	
Recoveries:	\$	

b) Who prepares this budget?

Supervisor, in consultation with incumbent.

c) What is the position's accountability for budget once allotted?

The position is responsible for ensuring that expenses are kept within allocations.

d) Does position have authority/ability to reallocate resources? (describe)

Within the confines of the program area.

e) Signing authority levels:

Up to \$1,000 using the Low Value Purchase Order as per the current Procurement and Contracts Policy (AD 4).

2. Other expenditures or revenues influenced by this position and how.

Recommendations regarding program related capital, acquisitions and identification of possible third-party contracts.

H. Working Conditions

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

Adverse weather conditions, heights, normal construction hazards.

a) Describe weights lifted:

<u>Type</u>	<u>How Heavy</u>	<u>Percentage of time</u>
Program related equipment or Materials	up to 50kg	1%

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

<u>Type</u>	<u>Percentage of time</u>
Normal class and office environment	5%
Shop and construction site environment	95%

c) Describe any physical hazards present:

<u>Type</u>	<u>Percentage of time</u>
Construction Site and Industrial shop hazards	80%

d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>Percentage of time</u>
Dust, fumes, weather, noise, toxic substances, smoke	20%

Extended periods sitting at a computer workstation.

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 patients – nursing
- 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

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 construction field, both residential and commercial.
- Knowledge of instructional techniques, practices and strategies in adult education including the use of distance learning methodologies;
- Knowledge of northern, multi-cultural issues and trends;
- Effective interpersonal skills;
- Excellent communication skills, both orally and in writing
- Ability to advise students
- Ability to ensure a safe learning environment
- Ability to supervise students at a worksite environment and to assist students with meeting apprenticeship requirements

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

- Journey level Certification, Carpentry and/or other Trades as posted
- Standard First Aid, WHMIS.
- Valid Teaching Certificate, instructor's certification or willingness to obtain the same; and
- Willingness to use distance learning technologies and methodologies.

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

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: _____09_____