

YUKON UNIVERSITY
POSITION DESCRIPTION

PART I – IDENTIFYING DATA

Position No: XXXX

Position Title: Instructor/Coordinator
Water and Wastewater
Operator Program

Supervisor's Name: Eric Hoogstraten

Supervisor's Title: Department Head

Division: Continuing Studies

School: Water Sciences

Headquarters: Whitehorse

Date Completed: October 2024

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

Reporting to the Department Head, Workforce and Business Development, this position is primarily responsible for providing instructional, curriculum development, coordination and related duties in the Yukon Water and Wastewater Operator Program (YWWOP). The incumbent will also be required to teach in related subject areas. This position liaises with the Circuit Rider Training Program Coordinator to provide comprehensive training, support, and capacity building to students and operators.

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, further education or training, and/or professional and personal development, by:

- a. Planning, organizing, and conducting both theoretical & practical lessons, through classroom, distance learning technologies, and experiential learning in subject areas of instruction; to students in local, community or distance classrooms, home study or through the internet;
- 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 developing effective curriculum through reviewing and writing instructional materials, learning material aids, applying distance learning technologies, and assessing audio-visual resources and equipment for content and accuracy;
- g. Advising prospective and registered students regarding their academic programs;
- h. Consulting and liaising with other University staff, including the Circuit Rider Training Program Coordinator, to integrate program/course content and delivery and discuss program development;

- h. Coordinating the creation, modification, and delivery of the annual YWWOP course schedule;
- i. Establishing and maintaining effective working relationships with a variety of government and non-government organizations, including the Environmental Operators Certification Program (EOCP), and territorial, federal and First Nation governments;
- j. Planning course schedules and instructor assignments and ensuring that the appropriate administrative practices are followed; and
- k. Participating in research.

Approximate percentage of job time major function is performed: 60%

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. Inventory Control, facility maintenance, tool repair and supply;
- c. Reporting status and progress of programs and courses and making recommendations on new and existing program proposals, implementation, and delivery to the Chair on a regular basis;
- d. Developing, implementing and managing cost-recovery initiatives by maintaining links with the industry and public; writing proposals and submissions; marketing initiatives; submitting reports and evaluating their effectiveness;
- 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; and
- h. Performs other related duties.

Approximate percentage of job time major function is performed: 35%

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

Advisory role for Water and Wastewater Steering Committee; contacts with employers; Student Faculty Advisor; writing reports; participating in program evaluation, liaising with brokering institutions/ agencies.

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 six months.

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 Policy and Procedures Manual; Academic Regulations and Procedures; agreements between University and agencies; relevant occupational certification standards and requirements, e.g., EOCP Certification Standards, Yukon Laws and Regulations. 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 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, facility modifications, program changes, policies, and procedures.

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?**

Chair

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; timetabling; advanced standing in the program; transfer, and placement 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 from Governance Committee and employers.

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:

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?

Chair, 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 \$2,000 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.

E. Management Supervision of Human Resources

 X 1. No direct supervisory duties

 2. Supervisory duties

a) Number of positions supervised directly:	Permanent	<u> </u>
	Aux/Casual	<u> </u>

b) Nature of supervisions: (check any of the following supervisory tasks that are performed on a regular basis);

- a) Show colleagues how to do tasks
- b) Train other employees in work procedures
- c) Assign work and review for quality/quantity
- d) Establish work priorities and schedules
- e) Change duties and responsibilities
- f) Participate with supervisor in employees' performance evaluations or formally appraise employees' work performance and discuss 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	Direction	Monthly
5. Chair (Supervisor)	Liaise	Daily

G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Frequency</u>
Audio-visual equipment	Instruction	10%
Computer		
- MS Office	Productivity	25%
- Banner	Administrative Duties	10%
- Internet	Communications	5%
Water/wastewater equipment	Instructional	25%

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 20kg	5%

- 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 class and office environment	50%
Field site environment – hiking, setting up equipment	50%

- c) Describe any physical hazards present:

<u>Type</u>	<u>Percentage of time</u>
Field operations	50%

- d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>Percentage of time</u>
Nil	0%

- 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
<u> x </u>	regular critical deadlines, e.g., course commencement and completion dates; budget input; frequent unscheduled student contacts
_____	high level of irregular critical deadlines
<u> x </u>	constant interruptions, e.g., student and client demands
<u> x </u>	instructions from more than one source, e.g., requests from clients
_____	other:

- f) Travel Required

a) Average number of trips annually	- 10-15
b) Average number of days per trip	- 4
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: Chair, School of Science
 Classification Level: BU11

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

Title: Instructor/Coordinators
Classification Level: BU09

Title: Instructors
Classification Level BU09:

Title:
Classification Level:

Title:
Classification Level:

Title:
Classification Level:

Title:
Classification Level:

SUBJECT POSITION TITLE: Instructor/Coordinator, Water/Wastewater Operator Program

SUBORDINATE POSITIONS: Nil

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 Water and Wastewater Training programs and Certification standards with significant industry experience (3-5 years).
- Knowledge of instructional techniques, practices and strategies in Adult Education.
- Knowledge of distance learning methodologies and technologies and willingness to use and stay current;
- Knowledge of course and curriculum development;
- Knowledge of Adult Education Students, their characteristics, needs, profiles;
- Knowledge of northern, multi-cultural issues and trends;
- Teaching experience, preferably in an adult education environment;
- Effective interpersonal skills, particularly in a cross-cultural/bi-cultural context;
- Excellent communication skills, both orally and in writing.
- Ability to work collaboratively as a member of a diverse team
- Ability to plan, organize, develop, and coordinate various projects and initiatives.

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

Related Degree, Technical Diploma and/or Industry Certification.
Yukon Drivers License

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
Valid Teaching Certificate, instructor's certification or willingness to obtain the same

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/Vice-President

Date: _____

Date: _____

FOR HUMAN RESOURCE SERVICES USE ONLY:

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