



Job Description – Tennessee JT&S Public Works Safety Instructor

Tennessee Job Training & Safety Public Works Program has an immediate need for Safety Instructors who can work onsite in the Tennessee Valley Area.

Qualifications:

The instructor shall have at least 10 years of experience in one or more of the following departments or utilities: water, waste water, sewer, gas, sanitation, or public works. An applicant may also have certification in the areas of safety or engineering which would give the instructor expertise in the subjects covered by the Job Training & Safety Public Works Program. The instructor shall have graduated from an accredited high school or completed the G.E.D. Experience in the preparation and presentation of training in safety and craft skills will be considered a plus.

Roles and Responsibilities:

- Be responsible for assisting subscribing utilities in ensuring compliance with federal (OSHA- Occupational Safety and Health Administration), state (Tennessee Occupational Safety and Health Administration), and local safety & health statues and regulations;
- Help subscribing utilities assess compliance with the safety regulations, policies and procedures that pertain to that utility's operations;
- Be responsible for coordinating safety training activities and programs to ensure all employees complete safety training within required time frames;
- Perform all administrative duties associated with conducting training (i.e. scheduling regular routine meetings with subscribing utilities, reconciling rosters, verifying attendance, development of some programs, etc.);
- Perform all duties and responsibilities in compliance with standard operating procedures;
- Be responsible for establishing and adhering to a monthly route and schedule for presentation of scheduled classes and meetings; and responsible for coordinating with the utilities in his or her assigned area as well as the JT&SPW annual program schedule and the Program Coordinator;
- Be self-motivated, have the ability to perform duties without direct supervision, and travel within the respective service area, including overnight stays as necessary to meet the established schedule;

Knowledge and Skills:

- The instructor shall demonstrate a thorough knowledge of safety needs in the water, waste water, sewer, gas, sanitation, or public works utility industry and show a desire to upgrade that knowledge through continuing education as trends in the industry requires.
- An applicant may also have certification in the areas of safety or engineering which would give the instructor expertise in the subjects covered by the Job Training & Safety Public Works Program.
- The instructor must demonstrate the ability to communicate with people appropriately and effectively, and to express ideas clearly.

- The instructor must have or develop strong classroom management skills.
- The instructor must have or develop strong research skills with the ability to compile, analyze, and summarize information and data.
- Knowledge of MS Word, Power Point and other computer skills is necessary through prior training or continuing education.

Daily Duties/Tasks:

- The instructor's foremost duty is to meet the requirements of his/her monthly itineraries, as approved by the Program Coordinator.
- The instructor will help develop program material as directed by the Program Coordinator.
- Help maintain equipment and program records, including the use of proper inventory and checkout procedures.
- Relay program needs and desires of the utility to the Program Coordinator and Job Training and Safety Advisory Committee.
- The instructor will collect student records in a timely manner to be maintained at the Tennessee College of Applied Technology Murfreesboro.
- It is the duty of each instructor to aid in the proper presentation of workshops as directed by the coordinator.
- The instructor shall maintain open communication with the Job Training and Safety Program Coordinator, Advisory Committee, and the utilities being served.
- The instructor shall maintain competency by continuing their education and improving their job skills to stay abreast of industry needs.
- The instructor shall take part in the Tennessee College of Applied Technology Murfreesboro program as needed and perform other duties as assigned, by the Program Coordinator and the TCAT Murfreesboro Director.

Salary:

Commensurate with education and experience and according to salary guidelines established by the Tennessee Board of Regents.

Application Process:

Visit <http://www.tcatmurfreesboro.edu> "About the TCAT" > "Jobs & Employment" > "Download Employment Application"

for more details. An application, cover letter and resume are required.

Return to:

Michael M. Simmons, CSP
JT&S Program Coordinator
Tennessee College of Applied Technology at Murfreesboro
1303 Old Fort Parkway
Murfreesboro, TN 37129

Timeframe:

Review of applications will begin May 31, 2017, and continue until position is filled.