



**Position Announcement  
July 2017**

**POSITION:** Diesel Engine Service Technology Instructor

**Application Deadline:** Open Until Filled

**Position Status:** Full time

**Position Summary:**

Under general supervision, the instructor will be responsible for providing guidance and instruction necessary to prepare students with the technical competencies essential as a diesel engine service technician. The instructor will perform all aspects of instruction for the diesel engine service technician program; effectively use oral and written communication skills; and knowledge of current in-field procedures; complete all reports, records and invoices in a timely manner and maintains accurate inventory of all assigned properties; maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards; follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position will require travel as needed.

**Duties include, but are not limited to the following:**

Adheres to designated and approved lesson plan(s) using appropriate techniques and aids; develops course syllabi, goals, and objectives; conducts lecture, lab, and instructional activities, student advisement, evaluate students' progress, maintain all required documentation, performs, and/or supervises lab set up/take down and ensures lab safety requirements and other duties as defined by The Technical College System of Georgia; Maintain program requirements, attend/complete all professional development training;

Displays a high level of effort and commitment to performing work; operates effectively within the organizational structure including GA Department of Corrections; demonstrates trustworthiness and responsible behavior; demonstrates eagerness to learn and assume responsibility; displays a "can do" approach to work; shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events; works within the system in a resourceful manner to accomplish reasonable work goals; shows flexibility in response to process change and adapts to and accommodates new methods and procedures; accepts direction and feedback from supervisor and follows through appropriately; works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes provisions of Fair Labor Standards Act; uses work time appropriately; exhibits and models positive work ethics. Performs other related duties as assigned.

**Location/Schedule:**

This position will be assigned to provide services to student inmates at Telfair State Prison, Helena, Georgia; projected work hours are 7:00 a.m. to 5:30 p.m., Monday through Thursday; actual work hours will be determined to meet the needs of the institution.

**Minimum Qualifications:**

- High School Diploma or GED
- Specialized training in diesel technologies or related field
- Two years paid full-time, in-field work experience within the past seven years.

**Preferred Qualifications, In Addition To Minimum Qualifications:**

- Earned college Diploma or higher in Diesel Equipment Technology or in a related field from a Technical or Community College
- Three or more years of industry experience
- Industry certification (i.e. ASE certification)
- Teaching experience at the postsecondary level.
- Teaching or work experience in a correctional setting

**Physical Demands/ Work Environment:**

- The work is typically performed while sitting at a desk or table or while standing or walking.
- The work is typically performed in a classroom or applicable lab setting.
- In some program or course areas, physical demands may extend to physical movement and positions for extended time periods, including bending and lifting while standing or sitting.
- The work is performed on a prison campus in a controlled environment.

***The instructor should be able to accomplish all physical activities required of the general workforce in the technical area of teaching Diesel Technology, including:***

- Physically and safely lift Diesel items on a regular basis weighing 10 to 20 pounds.
- Occasionally lift Diesel items weighing up to 50 pounds – tires and wheels
- Be able to manipulate Diesel equipment safely onto a lift or other equipment used in the Diesel lab weighing from 500 to 1,000 pounds.
- Perceive spatial awareness – Be able to see conditions that may present a dangerous environment – Glasses or corrected vision allowed
- Be able to visually perceive objects – Glasses or corrected vision allowed
- Physically respond to any dangerous condition quickly
- Physically work in an environment with variable temperatures – includes classroom, lab or parking lot
- Physically stand on your feet for at least 15 minutes an hour without a break
- Physically bend at the knees and hold an object at the same time – Be able to adjust the service rack before the bike is lifted
- Physically bend at the waist – Be able to bend over and pick-up objects (parts) from the floor

**Salary/Benefits:**

The actual rate is determined by the candidate's highest qualifying degree. This is a 12-month position. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). This position is eligible for retirement benefits, state insurance, leave accrual and holiday pay.

**Application Procedure:**

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center. A completed application packet consists of the following:

- A completed CGTC online application
- Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
- Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
- Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
- Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts. Educational credentials, degrees, or coursework cannot be considered without transcripts. Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

**All applicants are subject to the following applicable pre-employment screenings:**

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination
Department of Driver Services Screening	

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: [cjohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu)

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.