JOB POSTING

Instructional Specialist of Line Service Mechanic
(Advanced Technology Center)

Position Summary:
The Instructional Specialist of Line Service Mechanic is responsible for the development, implementation and presentation of the technical skills required in electrical distribution to provide students with the skills and knowledge required to perform job responsibilities and to prepare for advancement opportunities in the electric distribution industry; for implementation of safety into the skills application process; for establishing and building industry partnerships and delivering training that is high impact yet cost effective. This is a 9-month term Faculty position.

Duties and Responsibilities:

- Provides overall direction and instructional expertise to students enrolled in the Line Service Mechanic program, providing them with the skills and knowledge required to perform the duties of present job classifications and to prepare personnel for advancement opportunities.
  - Embeds safety into all skills training courses and curricula that is measurable and provides a return on the training investment to the college.
  - Provides professional quality education and training services in the craft, safety and technical areas to ensure the appropriate expertise demanded by distribution work.
  - Maintains students’ awareness of the Electrical Power Distribution industry employment needs and requirements.
  - Instructs students in appropriate job seeking and retention skills.
  - Establishes and maintains a well-disciplined and orderly classroom, storage area and pole farm.
  - Establishes and maintains safety policies and procedures for classrooms and work sites.
  - Evaluates students’ performance by assessing needs, testing skills and knowledge, and then communicating results to students.
  - Controls training costs and operate with budgetary constraints.
  - Evaluates, selects, develops, and adapts a variety of appropriate instructional materials.
  - Maintains a variety of complete and accurate records.
  - Assists in the selection, supervision and evaluation of assigned instructional assistants and participate in community involvement as it relates to successful performance of required duties.

- Establishes partnerships with employers and other stakeholders to identify and prioritize skills training.
  - Works in cooperation with employers to ensure training programs align with corporate direction to meet the needs of the industry.
  - Communicates effectively with counselors, administrators, faculty and staff concerning students’ progress and program needs.
  - Leads quarterly program advisory board meetings.
  - Offers workforce education and customized training workshops on an as needed basis.

- Promotes student and communitywide awareness of the program.
  - Recruits students.
  - Guides students in making career-related decisions.
  - Assists students in obtaining employment.

- Performs other duties as assigned.

Position requires the ability to travel.
**Education/Licensure:**
- High School diploma or GED required. Bachelor’s degree in related discipline or equivalent education preferred.
- The following licenses/certifications are preferred:
  - Valid WV Class A CDL
  - OSHA 30 certification (trainer preferred)
  - Basic First Aid certification
  - Current CPR certification
  - Fire Safety certification

**Experience:**
- Five (5) or more years of experience working as a lineman is required.
  - Lineman experience must be recent and relevant.

**Skills, Knowledge and Abilities:**
- **SKILLS** appropriate to the Electrical Power Distribution industry field are required, with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: Skills to instruct students in assigned area of power generation and distribution and career development; to affectively plan, develop and implement programs related to assignment; effectively communicate orally and in writing; and to understand and interpret laws and regulations.
- **ABILITIES** required to schedule activities; gather, collate and or classify data; use basic job-related equipment, effectively instruct students assigned in technical area emphasizing career development skills; must establish appropriate learning goals and objectives as well as effective lesson plans; effectively communicate orally and in writing; establish and maintain approved and effective discipline and order in a classroom and work site environment; and guide and advise students regarding assigned technical area.

*Candidates must successfully complete a background screening post-offer of employment.*

**Reports to:** Campus Dean

**Application Process:**
Only candidates meeting the minimum qualifications will be considered. Candidates must submit the following material: Cover letter specifying position of interest, résumé, contact information for three professional references and copies of college transcripts and certifications to the address below. Review of applications will begin immediately. Position is open until filled. All positions are subject to funding availability. AA/EOE/ADA

New River Community and Technical College  
Office of Human Resources  
167 Dye Drive  
Beckley, WV 25801  
or  
Email: hr@newriver.edu