POSITION DESCRIPTION

PART I – IDENTIFYING DATA

Position No: YC____
Position Title: Instructor/Coach, Carpentry
Division: CNIM
Headquarters: Whitehorse, Communities

Supervisor's Title: Coordinator, Mine Training and Development Projects
Date Completed: September 26, 2018

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

Reporting to the Coordinator, Mine Training and Development Projects, this position is primarily responsible for providing instruction in the Construction Carpentry field. The incumbent will supervise students at active work-sites operated by First Nation governments and/or contractors.

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 and/or distance learning technologies, in subject areas of instruction;

   b. Consulting and liaising with other instructors as needed, to integrate program/course content or to team-teach;

   c. Collaborating with the Program Advisor to ensure timely progress of construction projects;

   d. Assigning and reviewing work of students;

   e. Conducting career coaching and developing individual training plans with students;

   f. Assisting and providing support to students who are facing problems or barriers to employment & training (such as child care, transport, financial);

   g. Maintaining accurate records, student assessments, progress reports, attendance, background information or terminations, final reports, and placement/employer requests, etc.;

   h. Liaising with Admissions, Counselors, and other staff on items such as student admissions, counseling referrals, learning assistance, and student discipline/attendance problems;

   i. 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.

   j. Inventory Control, facility maintenance, tool repair, purchasing and supply

Approximate percentage of job time major function is performed: 80%
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. Reporting status and progress of programs and courses and making recommendations on new and existing program proposals, implementation, and delivery to the Coordinator, Mine Training and Development Projects on a regular basis;

c. Planning training schedules and instructor assignments and ensuring that the appropriate administrative practices are followed;

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;

h. Advising prospective and registered students regarding their academic programs;

i. Performs other related duties.

Approximate percentage of job time major function is performed: 15%

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

Advisory role for Program Advisory Committees; 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 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 College Policy & Procedures Manual; Academic Regulations and Procedures; agreements between College 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, facility modifications, 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?

Coordinator, Mine Training and Development Projects

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, placement, and termination of students.

b) What is the direct impact of those decisions?

Quality of instruction, student retention and progress in College 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 supervisor via group meetings and/or individual discussions; from College Mission and Ends Statement; from approved policies and procedures; and from structured feedback from 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 College 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.
E. Management Supervision of Human Resources

   _X_ 1. No direct supervisory duties

   2. Supervisory duties
      a) Number of positions supervised directly: Permanent ___  Aux/Casual ___

      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

<table>
<thead>
<tr>
<th>Who (what positions or groups)</th>
<th>Purpose</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Instructors/staff (other)</td>
<td>Advice/Information</td>
<td>Daily</td>
</tr>
<tr>
<td>2. Students</td>
<td>Instruction &amp; Supervision</td>
<td>Daily</td>
</tr>
<tr>
<td>3. Agencies</td>
<td>Coordination</td>
<td>Weekly</td>
</tr>
</tbody>
</table>

G. Tools, Equipment, or Machinery Used

<table>
<thead>
<tr>
<th>Name</th>
<th>Purpose</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio-visual equipment</td>
<td>Instruction</td>
<td>10%</td>
</tr>
<tr>
<td>Distance Learning Technologies</td>
<td>Instruction</td>
<td>10%</td>
</tr>
<tr>
<td>Computer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- MS Office</td>
<td>Productivity</td>
<td>25%</td>
</tr>
<tr>
<td>- Banner</td>
<td>Administrative Duties</td>
<td>10%</td>
</tr>
<tr>
<td>- Internet</td>
<td>Communications</td>
<td>5%</td>
</tr>
<tr>
<td>- All hand, power, stationary tools</td>
<td>Instructional</td>
<td>25%</td>
</tr>
<tr>
<td>- forklift, truck</td>
<td>Maintenance</td>
<td>5%</td>
</tr>
</tbody>
</table>
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:**

<table>
<thead>
<tr>
<th>Type</th>
<th>How Heavy</th>
<th>Percentage of time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program related equipment or Materials</td>
<td>up to 50kg</td>
<td>1%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Percentage of time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal class and office environment</td>
<td>10%</td>
</tr>
<tr>
<td>Shop and construction site environment</td>
<td>90%</td>
</tr>
</tbody>
</table>

c) **Describe any physical hazards** present:

<table>
<thead>
<tr>
<th>Type</th>
<th>Percentage of time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Site and Industrial shop hazards</td>
<td>50%</td>
</tr>
</tbody>
</table>

d) **Describe special physical conditions leading to discomfort:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Percentage of time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dust, fumes, weather, noise, toxic substances, smoke</td>
<td>40%</td>
</tr>
</tbody>
</table>

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 – COLLEGE 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  College President

Date: ___________________________  Date: ___________________________

FOR HUMAN RESOURCE SERVICES USE ONLY:

<table>
<thead>
<tr>
<th>Evaluation Point Results:</th>
<th></th>
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<tbody>
<tr>
<td>Knowledge and Skills:</td>
<td>_____</td>
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<tr>
<td>Accountability:</td>
<td>_____</td>
</tr>
<tr>
<td>Mental Demands:</td>
<td>_____</td>
</tr>
<tr>
<td>Working Conditions:</td>
<td>_____</td>
</tr>
<tr>
<td>Total Points:</td>
<td>_____</td>
</tr>
<tr>
<td>Pay Level:</td>
<td>_____</td>
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</table>