

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: AUTOMOTIVE & DIESEL TECHNOLOGY INSTRUCTOR

DEPARTMENT: Instruction

REPORTS TO: Dean of CTE Programming - Craig

SUPERVISES: None.

FLSA: Exempt X Non-Exempt

DOCUMENT STATUS: New/Date: _____ Revision # 2 Date: 04/14/2020

TRAVEL: Travel may be required.

SICK LEAVE: 10 hours per month **PERSONAL LEAVE:** 16 hours per academic year

COLLEGE-WIDE _____ **CAMPUS:** **RANGELY** X **CRAIG**

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. Please visit the CNCC website at www.cncc.edu for application submission details.

Review of applications will begin immediately.

GENERAL SUMMARY:

This position is responsible for the instruction of courses in Automobile & Diesel Technology program. Emphasis in but not limited to: Intro to the Automotive; Industry and Shop; Automotive Maintenance; Basic Automotive Electricity; Battery Starting and Charging; Automotive Body; Electrical; General Engine Diagnosis; Emissions; Automotive Computers; Fuel Injection and Exhaust; Drivability Diagnosis; Brakes I and Brakes II; U-Joints and Axle Service; Differentials and 4WD/AWD; Manual Transmission/Transaxles; Automatic Transmission Service as well as Engine Removal/Installation and Steering Suspension Basics. Also advanced courses of Engine Rebuilding II, Automatic Transmission Rebuild II, and Steering Alignments II.

PRIMARY DUTIES:

1. Become familiar with the community college philosophy and the policies/procedures of CNCC.
2. Remain current in discipline.
3. Understand the student group being served and work toward improving student skills.
4. Meet all scheduled classes and be fully prepared for each class meeting.
5. Evaluate student work in a thorough and equitable manner; hold students accountable for attendance, class participation, and engagement.
6. Keep accurate records and maintain up-to-date files on course policies/syllabi.
7. Schedule, post, and meet five (5) to ten (10) office hours each week.
8. Attend all meetings appropriate to the assigned position.
9. Actively serve on College Committees as necessary.

10. Accept assignments in evening and weekend programs, occupational programs, and student-life activities when appropriate.
11. Assist in registration and advising when requested to do so.
12. Participate in the annual commencement and honors ceremonies.
13. Report problems involving students needing special academic or personal assistance
14. Ensure program quality and integrity.
15. Other duties as assigned by your supervisor.

ESSENTIAL QUALIFICATIONS:

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below. The successful candidate must have significant professional experience acquired through years of experience working in the Automotive or Heavy Equipment Industry as a Certified Master Tech or Journeyman in the trade:

1. **Education and Training:** A minimum of a diploma or GED as well as three years total on the job experience including computer diagnostic experience.
2. **Licensure/Certification:** Must possess current ASE certification in multiple automotive areas or equivalent certifications in emphasis areas, as well as possess a valid Colorado driver's license or have the ability to obtain.
3. **Other Qualifications:**
 - Ability to communicate effectively, verbally and in writing.
 - Computer proficiency to keep up with all e-mail communications, posting student grades, checking enrollment rosters, student referrals, advisement and registrations.
 - Various Shop and Diagnostic Equipment related to the Automotive Industry including Shop Safety Devices, Automotive Hand Tools, Lifting and Hoisting Equipment, Welding and Cutting Procedures, Specialty Tools, Electrical Testing Equipment and Repair Procedures and Diagnostic Equipment.
 - Ability to establish and maintain effective working relationships with all levels of college staff, college organizational units and departments, students, and external stakeholders.
 - Ability to manage operational budget.

PREFERRED QUALIFICATIONS:

1. **Education and Training:** Associate of Applied Science Degree in Automotive Technology or related field.
2. **Prior Related Experience:** 5 years of on-the-job experience.

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely (less than 1/2 hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting			X			
Stationary Standing			X			
Walking				X		
Ability to be Mobile				X		
Crouching (bend at knees)				X		
Kneeling/Crawling				X		
Stooping (bend at waist)				X		
Twisting (knees/waist/neck)				X		
Turn/Pivot				X		
Climbing				X		
Balancing			X			
Reaching Overhead			X			
Reaching Extension			X			
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.		X				
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.						
Lifting/Carrying						
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.	X					

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)					X	
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)				X		
Operation of equipment, tools, vehicles					X	
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:			X			

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____