



**1. IDENTIFICATION**

Position No.	Job Title	Supervisor's Position
70-12321	Instructor, Oil Burner Mechanic Program	Sr. Instructor, Trades Program 70-12305

Department	Division/Region	Community	Location
Nunavut Arctic College	Trades, Kivalliq Campus	Rankin Inlet	Nunavut Trades Centre

<b>Freebalance Coding:</b> 03300 01 3 333 0302001 04
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**2. PURPOSE**

<p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>Under supervision of the Senior Instructor, Trades Programs, Kivalliq Campus, the incumbent's primary responsibility is to plan, instruct, evaluate and report on student learning in Nunavut's Apprenticeship Accredited Oil Burner Mechanic program, for apprenticeship levels, 1 and 2; and provide the delivery/support for the College's Oil Burner Mechanic Pre-employment program(s).</p> <p>In addition, the incumbent provides support in planning, reporting &amp; delivery of Nunavut's Apprenticeship Accredited Housing Maintainer Serviceman program, for apprenticeship level 1.</p> <p>The incumbent must have expertise and qualifications to instruct the approved curriculum in a classroom setting; and to supervise the appropriate projects apprenticeship and post-secondary students are required to complete in the shop. This experience and background is required for the successful delivery of the applicable programs; including/up to Interprovincial Certification.</p>
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**3. SCOPE**

<p><b>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</b></p> <p>The position, located in Rankin Inlet, Kivalliq Campus, reports to the Sr. Instructor, Trades Programs, Kivalliq Campus. The position is responsible to the adult population of Nunavut's communities and works with various individuals, organizations, Industry and government departments, in order to deliver the accredited apprenticeship trades program and meet all standards and requirements of the Nunavut Apprenticeship, Occupational &amp; Certification Board.</p> <p>With Nunavut-wide implications, the Instructor for the Oil Burner Mechanic program monitors applicable trades programming and designs the trades' curriculum to develop in adult students, the skills, knowledge, personal qualities and attitudes necessary for successful employment in business, industry and government, through the delivery of accredited trades programs.</p> <p>Suitable training, on the job locations and selection of appropriate candidates are decisions and recommendations required to be made in this position. Decisions and recommendations made by the incumbent will directly impact the operation of the Nunavut Trades Training Strategy, in a significant area of trades preparatory planning, and capacity building, for Nunavummiut.</p>
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#### 4. RESPONSIBILITIES

**Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.**

**Planning and implementing instructional processes, including the development of lesson plans and syllabus for College and Apprenticeship approved programs, by:**

- Adhering to the most current program and course outlines, as prescribed and/or required by the Nunavut Apprenticeship, Occupational & Certification Board.
- Incumbent plans and instructs Trades related Mathematics, Science & English; identifying materials, hand & power tools, construction techniques, interpreting blueprints.
- Instructing safe work habits, including Transportation of Dangerous Goods, WHMIS and First Aid courses; ensuring adherence to codes, Acts and regulations applicable to the trades.
- Lecturing and assigning course work; including reviewing/evaluating assignments & quizzes.
- Providing fair and impartial course evaluations (testing) and mentoring of participants.
- Preparing evaluations, grade reports and narrative assessments, for formal transcripts.
- Maintaining student progress reports and daily attendance reports, as required by funders.
- Providing opportunities for student evaluation of course content and instructional quality.
- Administering recognized testing procedures, for student placement within programs.
- Accommodate varying ability and learning levels, in an inclusive learning environment.
- Maintaining and addressing culturally relevant learning styles and responding specifically to the challenges facing second language learners in Nunavut.
- Co-ordinating additional activities such as guest lecturers, and/or presenters.
- Ensuring Nunavut Arctic College academic standards and the Nunavut Apprenticeship, Occupational & Certification standards, guidelines and criteria are maintained.

**The Instructor, while maintaining the above standards, will also deliver individuals and shop work/setting instructions in the practical portions of the program by:**

- Providing a safe working environment for students and maintaining a clean and well organized shop setting that allows for the mentoring and interpretation of shop projects.
- Providing instruction and leadership on the safe use of tools, equipment and facilities; and outlining and ensuring that practice is applied to safety and emergency procedures.
- Constantly monitoring and ensuring that safe work practices are adhered to at all times, in the curriculum's practical delivery portions.

**The Incumbent ensures the Oil Burner mechanic, Housing Maintainer apprenticeship, and OBM pre-employment programs, are relevant and meets the needs of students, by:**

- Consultation with Senior Instructor in researching references, periodicals and reports to ensure that course content is current.
- Identifying skill requirements which graduates will require to obtain employment.
- Providing tutorial assistance.
- Sequencing and scheduling courses in consultation with the Senior Instructor Assessing student needs.
- Assessing student needs.
- Assisting in the selection of texts and resource materials, relevant to the prescribed vacation.
- Preparing resource materials which reflect unique Nunavut industry conditions and priorities.
- Providing tutoring and counselling for academic and career development.
- Referring students to specialised counselling available through the College or other agencies.
- Independent study, research, and upgrading in technological advancements by theory courses and practical employment within the industry.
- Researching and studying course content and relating Nunavut trades practises.

**Responsibilities Cont./**

- Completing ongoing professional development as required by collective agreement.
- Discussions with colleagues, business, and apprenticeship officials.

**Incumbent provides liaison/support to programmers and curriculum service providers, involved in trades delivery, by:**

- Represent the Nunavut Trades Training Centre on meetings with articulation groups.
- Recommending to the Supervisor, improvements, development & enhancement of programs.
- Assisting in the orientation of new instructors and explaining methods and procedures.

**The incumbent provides educational leadership completes other (administrative) duties related to effective program operation, by:**

- Assisting in identifying and purchasing materials, equipment and resources for both the shop and the classroom.
- Ensuring and modelling the industry safety standards.
- Encouraging student participation and effort.
- Promoting the success of the students and the program within Industry and the College.
- Preparing evaluation reports on student preparations of mid-term and final reports on the program for the Senior Instructor.
- Assisting in making presentations regarding the program as requested by the Senior Instructor, such as Apprenticeship events and Career Fairs.
- Maintaining course attendance records.
- Assisting in selecting students for courses.

**Incumbent fulfills other duties as assigned by supervisor, including:**

- Supplementary duties related to overall program delivery, as assigned based on reviews.
- Conducts assigned and/or independent research study, to support discussions with colleagues, government and community officials on matters relating to curriculum.
- Serve as college representation at meetings, presentations, and professional development.
- Assist in establishing human resource development plans for relevant program staff.

**5. KNOWLEDGE, SKILLS AND ABILITIES****Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.**

*Knowledge* identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

**These requirements are in reference to the job, not the incumbent performing the job.**

**Knowledge:**

- Solid knowledge of the trade(s) being taught related English, Mathematics, and Science, and experience in Adult Education are skills and abilities needed in the position.
- Familiarity with effective distance education techniques would be considered to be a strong asset, to supplement design and application opportunities across Nunavut.
- The incumbent must have knowledge of computer programs such as: word processing, spreadsheet, database, e-mail and Internet programs.

**Experience:**

- The incumbent would normally acquire this set of knowledge, skills and attitudes through completion of a trade or technical certification, an undergraduate degree in the areas of instruction and/or combined with a post graduate program in adult education.
- Additionally, this background, knowledge, skills and attitudes would normally require several years of positive and progressive work experience in these areas of instruction.

- The incumbent is required to have related experience teaching adults in learning settings.

**Knowledge, Skills and Abilities Cont./**

**Abilities:**

- Demonstrated strengths in organizing, planning and delivering instruction, supplemented with a strong background in both oral and written communication skills is required.
- Incumbent is required to complete research, write and negotiate at a high level; therefore a strong aptitude for administrative matters is needed to coordinate all aspects of delivery.

**Cross Cultural Awareness:**

- The incumbent required knowledge of northern cultures, cross cultural processes and politics and an understanding of the organization and structure of the College, its relationships with various partners in the communities and the Nunavut Territory.
- Fluency in both written and oral Inuktitut along with an understanding of Inuit Cultural Traditions would be a definite asset.

**Education:**

- Interprovincial Journeyperson Oil Burner Mechanic Certificate is required.
- A certificate in Adult Education is required, or must have an aptitude to work toward one.
- The incumbent is required to have a detailed working knowledge of the trade’s subject area, in particular how the apprenticeship/training programs are applicable to industry.

**Equivalencies:**

- There is no accepted equivalency to an Interprovincial Journeyperson OBM Certificate.
- 2 years experience teaching vocational-technical students, along with relevant instructional responsibilities that reflect delivery of adult educational programming, may be considered;
- Industrial Arts Instructor Certificate; and 2 years teaching in Nunavut, may be considered.

**6. WORKING CONDITIONS**

**List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).**

**Physical Demands**

**Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.**

- The responsibilities of this position require the incumbent to lift, roll and move training aids and demonstration equipment on a repeated basis, as part of teaching Oil Burner Mechanic’s.
- Physical work is required when using/demonstrating application of tools and materials.
- Assuming awkward positions for brief/sustained periods are required during demonstration.
- Instructor stands long hours while giving lectures and overseeing student work progress.
- The position requires some traveling to deliver/monitor courses in other communities.

## Environmental Conditions

**Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.**

- Equipment used to demonstrate OBM operations is loud, dust producing, and extremely hazardous, which requires following/demonstrating strict safety procedures at all times.
- Instructors are in a highly visible and responsible position which can be demanding and stressful while dealing with a multiple number of students and delivering training.

## Sensory Demands

**Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.**

- Incumbent spends long hours in intense concentration both of a technical and on an interpersonal nature that requires the ability to listen, read, watch and discuss issues.
- Operation of shop equipment and tools requires constant alertness and visual attention to potential hazards, especially where there is added responsibility of ensuing student safety.
- Handling toxic or other materials requires high level of working sensory acuteness.
- Using special tools/applications such as a blowtorch requires special attention and alertness.
- Achieving results within fine tolerance requires constant attention while demonstrating.

## Mental Demands

**Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.**

- Ongoing trade's development requires constant review of the program on a regular basis.
- The responsibilities of the job require the incumbent to work late occasionally.
- Incumbent is often made aware of many social problems affecting the students and other people in the community. This makes it difficult to separate work from personal feelings.
- The community has expectations of the Instructor and the College. The incumbent's responsibility is to meet these expectations of both groups on a continual basis.

**7. CERTIFICATION**

Employee Signature	Supervisor Title
Printed Name	Supervisor Signature
Date:	Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
Deputy Head Signature	
Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

**8. ORGANIZATION CHART**

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

**“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.**