



1303 Old Fort Parkway • Murfreesboro, TN 37129  
(615) 898-8010 • FAX (615) 893-4194

## **POSITION ANNOUNCEMENT**

### **Job Training & Safety Instructor**

**Tennessee College of Applied Technology Murfreesboro is accepting applications for an Instructor with the Job Training & Safety Program in the Northeastern Tennessee service area.**

#### Qualifications:

The instructor shall have obtained a Journeyman Skill Level in a related electric utility field and worked in that skill area for a full three years beyond the journeyman level, or have certification in the areas of safety or engineering which would give the instructor expertise in the subjects covered by the Job Training and Safety Program. The instructor shall have graduated from an accredited high school or completed the HiSET.

#### Knowledge and Abilities:

The instructor shall demonstrate a thorough knowledge of safety needs in the electric utility industry and show a desire to upgrade that knowledge through continuing education as trends in the industry require. The instructor must demonstrate the ability to communicate with people appropriately and effectively, and to express ideas clearly. Knowledge of MS Word, PowerPoint and other computer skills is necessary through prior training or continuing education. The instructor must be self-motivated, have the ability to perform duties without direct supervision and travel within the respective service area.

#### General Character Duties:

The Tennessee Job Training and Safety Instructor is responsible to the Job Training and Safety Program Coordinator and the Tennessee College of Applied Technology Murfreesboro President. He/she will be responsible for the presentation of educational and safety programs to be delivered at participating utility locations as scheduled or assigned by the Program Coordinator.

#### Examples of Duties:

The Tennessee Job Training and Safety Program Instructor is responsible for but not limited to the following duties:

1. The instructor's foremost duty is to meet the requirements of his/her monthly itineraries, as approved by the Program Coordinator.
2. The instructor will help develop program material as directed by the Program Coordinator.
3. Help maintain equipment and program records, including the use of proper inventory and checkout procedures.
4. Relay program needs and desires of the utility to the Program Coordinator and Job Training and Safety Advisory Committee.
5. The instructor will collect student records in a timely manner to be maintained at the Tennessee College of Applied Technology Murfreesboro.
6. It is the duty of each instructor to aid in the presentation of workshops, safety audits, and consultation as directed by the coordinator.
7. The instructor shall maintain open communication with the Job Training and Safety Program Coordinator, Advisory Committee, and the utilities being served.
8. The instructor shall maintain competency by continuing their education and improving their job skills to stay abreast of industry needs and best practices.
9. The instructor shall take part in the Tennessee College of Applied Technology Murfreesboro program as needed and perform other duties as assigned by the Program Coordinator and the TCAT Murfreesboro President.

Salary: Commensurate with education and experience and according to salary guidelines established by the Tennessee Board of Regents.

Application Process: Visit <http://www.tcatmurfreesboro.edu> for more details. An application, cover letter, and resume are required.

Return to: Michael M. Simmons, CSP, JT&S Program Coordinator, Tennessee College of Applied Technology Murfreesboro, 1303 Old Fort Parkway, Murfreesboro, TN 37129

Timeframe: Review of applications will begin July 18, 2022, and continue until position is filled.

The Tennessee College of Applied Technology Murfreesboro does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:  
Valerie Scollon, 1303 Old Fort Parkway; Murfreesboro, TN 37129, phone no. 615-898-8010, [valerie.scollon@tcatmurfreesboro.edu](mailto:valerie.scollon@tcatmurfreesboro.edu).