



GOVERNMENT OF NUNAVUT EMPLOYMENT OPPORTUNITY

Title: Instructor, Heavy Duty Equipment Technician
Department: Nunavut Arctic College
Community: Rankin Inlet
Reference Number: 051-2022-HDET-13404
Type of Employment: Indeterminate (If there is no successful Nunavut Inuit this position will be offered as a 3-year term.)

Salary: \$95,882 to \$108,810 per annum for 37.50 hours/week
Northern Allowance: \$18,517 per annum
Union Status: Nunavut Employees Union
Housing: Subsidized Staff Housing is Available
Closing date: Open until filled

This employment opportunity is open to all applicants

This position is located at the Sanatuliqsarvik in Rankin Inlet, and reports to the Senior Instructor, Trades Programs. The position is responsible to 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 & Certification Board.

The incumbent's primary responsibility is to plan, instruct, evaluate and report on participant learning in Nunavut's Apprenticeship Accredited Heavy Duty Equipment Technician program, for all of the apprenticeship levels, 1 through 4; and also provides the same level of delivery/support for the Heavy Duty Equipment Technician Pre-apprenticeship program. In addition, the incumbent provides assistance to the Automotive Service Technician Program. 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 learners are required to complete in the shop. This experience and background is required for the successful delivery of the Heavy Duty Equipment Technician programs; including/up to Interprovincial Certification.

The incumbent must possess a Journeyperson Heavy Duty Equipment Technician or Heavy Duty Mechanic certificate as well have a detailed working knowledge of the trade's subject area, in particular how the apprenticeship/training programs are applicable to Industry. The incumbent is also required to have 2 years of teaching experience, preferably instructing Inuit or Aboriginal learners.

Fluency in both written and oral Inuktitut along with an understanding of Inuit Cultural Traditions would be a definite asset.

Current indeterminate Government of Nunavut employees, who apply and are successful on this term position competition, may be offered a competitive transfer assignment for the duration of the term.

An eligibility list of successful candidates may be used to fill future vacancies.

If you are interested in applying for this job, please email your cover letter and resume to NACHR@arcticcollege.com Please include the REFERENCE # in the subject line of your email.

- The Government of Nunavut is committed to creating a more representative workforce so it can better understand and serve the needs of Nunavummiut. Priority will be given to Nunavut Land Claims Beneficiaries.
- Candidates must clearly identify their eligibility in order to receive priority consideration under the Nunavut Priority Hiring Policy.
- Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.
- Job descriptions may be obtained by fax, email or on the website.
- Only those candidates selected for an interview will be contacted.



POSSIBILITÉ D'EMPLOI AU GOUVERNEMENT DU NUNAVUT

Titre : Formateur ou formatrice,
programme de technicien en équipement
lourd

Ministère : Collège de l'Arctique du
Nunavut

Localité : Rankin Inlet

Référence : 051-2022-HDET-13404

Type d'emploi : Poste permanent, mais
si aucun Inuit du Nunavut n'est retenu, le
poste sera offert pour un mandat de trois
ans.

Salaire : 95 882 \$ à 108 810 par année
(37,5 heures/semaine)

Indemnité de vie dans le Nord : 18 517 \$ par
année

Syndicat : Ce poste est régi par la
convention du Syndicat des employés du
Nunavut (SEN).

Logement : UN LOGEMENT DU PERSONNEL
SUBVENTIONNÉ
EST PRÉVU POUR CE POSTE

Date de clôture : Jusqu'à ce que le poste soit pourvu

Ce concours est ouvert à toutes et à tous.

Le ou la titulaire du poste travaille au Centre de formation des métiers Sanatuliqsarvik à Rankin Inlet, sous la direction du formateur principal, programmes de métiers. Il ou elle doit assurer la prestation des programmes d'apprentissage des métiers reconnus et veiller au respect de toutes les normes et exigences de la Commission de l'apprentissage et de la qualification professionnelle des métiers et professions du Nunavut, et collaborer avec différentes personnes et différents organismes, membres de l'industrie et ministères pour ce faire.

Le ou la titulaire a comme principales responsabilités de planifier le programme d'apprentissage reconnu de technicien d'équipement lourd (niveaux 1 à 4), de l'enseigner et de l'évaluer ainsi que de rédiger des rapports sur les progrès des étudiants; il ou elle doit aussi s'acquitter de ces mêmes fonctions pour le programme de préapprentissage. Le ou la titulaire doit en outre appuyer le programme de technicien à l'entretien et à la réparation d'automobiles. Il ou elle doit posséder l'expertise et les compétences nécessaires pour enseigner le programme d'études approuvé en classe et pour superviser la réalisation en atelier des projets exigés des stagiaires et des étudiants de niveau postsecondaire. Une telle expérience et de telles compétences sont nécessaires à l'enseignement efficace des programmes de technicien d'équipement lourd, notamment du programme de certificat de qualification interprovinciale.

Le ou la titulaire du poste doit posséder un certificat de compagnon à titre de technicien ou technicienne d'équipement lourd ou de mécanicien ou mécanicienne de machinerie lourde et avoir une connaissance pratique approfondie du métier enseigné, particulièrement pour évaluer la pertinence des programmes d'apprentissage et de formation par rapport à l'industrie. Le / la titulaire doit également avoir 2 ans d'expérience en enseignement, de préférence en enseignant à des apprenants inuits ou à des apprenants aboriginaux.

La capacité d'écrire et de parler l'inuktitut et la compréhension des traditions culturelles inuites constituent un atout majeur.

Les employés permanents du gouvernement du Nunavut qui postulent et sont retenus pour ce poste pourraient se voir offrir une affectation temporaire pour la durée du mandat.

Une liste de candidats répondant aux exigences pourrait être constituée afin de combler des vacances à venir.

Si vous souhaitez postuler, envoyez votre CV et une lettre d'accompagnement à l'adresse NACHR@arcticcollege.com Veuillez indiquer le numéro de référence du poste en objet.

- Le gouvernement du Nunavut souscrit au principe de la représentativité de l'effectif, qui favorise la compréhension et la satisfaction des besoins des Nunavummiuts. La priorité est accordée aux bénéficiaires de l'Accord sur les revendications territoriales du Nunavut.
- Les candidats qui désirent profiter de la Politique de priorité d'embauchage doivent clairement indiquer qu'ils y sont admissibles.
- Pour certains postes, l'embauche est permise sous réserve qu'en l'existence d'un casier judiciaire, celui-ci soit jugé acceptable. Le fait de posséder un casier judiciaire n'élimine pas d'emblée l'étude du dossier d'un candidat.
- Il est possible d'obtenir les descriptions de poste par télécopieur, par courriel ou sur le site Web.
- Nous communiquerons uniquement avec les candidats retenus pour une entrevue.



1. IDENTIFICATION

Position No. 70-13404	Job Title Instructor, Heavy Duty Equipment Technician Program	Supervisor's Position Senior Instructor, Equipment Operator Programs	
Department Nunavut Arctic College	Division/Region Industry Training/Kivalliq	Community Rankin Inlet	Location 320
Freebalance Coding:	03300-01-3-333-0302001-04-????		

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Under supervision of the Senior Instructor, Equipment Operator Programs, the incumbent's primary responsibility is to plan, instruct, evaluate and report on participant learning in Nunavut's Apprenticeship Accredited Heavy Duty Equipment Technician program, for all of the apprenticeship levels, 1 through 4; and also provides the same level of delivery/support for the Heavy-Duty Equipment Technician Pre-apprenticeship program.</p> <p>In addition, the incumbent provides assistance to the Automotive Service Technician Program.</p> <p>The incumbent must have expertise and qualifications to instruct the approved curriculum in a classroom setting; and to supervise the appropriate projects, apprenticeships and post-secondary learners in the shop. This experience and background is required for the successful delivery of the Heavy-Duty Equipment Technician programs; including/up to Interprovincial Certification.</p>
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3. SCOPE

<p>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?</p>
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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 & Certification Board.

With Nunavut-wide implications, the Instructor for the Heavy-Duty Equipment Technician program monitors applicable trades programming and designs the trades' curriculum to develop in adult learners, the skills, knowledge, personal qualities and attitudes necessary for successful employment in business, industry and government, through the delivery of accredited trades programs.

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.

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.

Incumbent plans and instructs Trades related Mathematics, Science & English; identifying materials, hand & power tools, construction techniques, interpreting blueprints, safe work habits, including Transportation of Dangerous Goods, WHMIS and First Aid courses, by:

- Planning and implementing instructional processes including the development of lesson plans, program support materials and syllabus for College and Apprenticeship approved programs.
- Adhering to the most current program and course outlines, as prescribed and/or required by the Nunavut Apprenticeship, Occupational & Certification Board.
- Lecturing and assigning course work; including reviewing/evaluating assignments & quizzes.
- Providing fair and impartial course evaluations (testing) and mentoring of participants.
- Preparing lesson plans, syllabi, course outlines, evaluations, grade reports and narrative assessments, for accreditation and formal transcripts.
- Maintaining learner progress reports and daily attendance reports, as required by funders.
- Providing opportunities for learner evaluation of course content and instructional quality.
- Administering recognized testing procedures, for learner 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 individual and shop work/setting instruction 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 that the Heavy Duty Equipment Technician apprenticeship, and pre-apprenticeship, programs are relevant & meets the needs of learners, 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 learner 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.

The Instructor will provide support services to adult learners, developing and maintaining trades related proficiency and expertise, by:

- Providing tutoring and counselling for academic and career development.
- Referring learners 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.
- Completing on-going 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 trades delivery, by:

- Represent the Nunavut Trades Training Centre on meetings with articulation groups.
- Recommending to the Supervisor, improvements, development & enhancement of program.
- 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 learner participation and effort.
- Promoting the success of the learners and the program within Industry and the College.
- Preparing evaluation reports on learner's preparation 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 participants for courses.

Incumbent fulfills other duties as assigned by supervisor, including:

- Supplementary duties related to overall program delivery, as assigned based on policies, accreditation requirements and reviews.
- Conducts assigned and/or independent research and 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:

- Detailed working knowledge of the trade's subject area, in particular how the apprenticeship/training programs are applicable to Industry;
- Solid working knowledge of computer programming and application such as; word processing, spreadsheet, database, e-mail and Internet programs;
- Good knowledge of Trades English, Mathematics, and Science, Counseling, Life Skills training, and experience in Adult Education;
- Knowledge of adult learning theories and strategies;
- Familiarity with effective distance education techniques to supplement design and application opportunities across Nunavut; and
- Knowledge of northern cultures, cross cultural work environments and an understanding of the organization and structure of the College, its relationships with various partners in the communities and the Nunavut Territory.

Skills and Abilities:

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

Education:

- Journeyperson Heavy Duty Equipment Technician or Heavy Duty Mechanic certificate;
- Two years related teaching/instruction experience;
- Experience organizing the delivery of practicum-based courses in terms of community liaison, course or program structure, planning, etc.;
- Experience teaching adults in learning settings is an asset;
- Post-Secondary teaching experience would be considered an asset;
- Fluency in more than one official language is considered an asset;
- Certificate in Transportation of Dangerous Goods, WHMIS and First Aid would be considered as asset.

An acceptable combination of education and experience maybe considered.

Short-listed candidates may undergo a vulnerable sector check as necessitated by the demographics of the learner's participating in the program.

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 an occasional basis, as part of teaching Heavy Duty Equipment Technician Program.
- Physical work is required when using/demonstrating application of tools and materials.
- Instructor will be standing while giving lectures and overseeing learner 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.

- The equipment in the Technicians shop is loud, dust producing, and dangerous, which requires the following of strict safety procedures at all times.
- Instructors are exposed to oils, fuels, gasoline, greases and other mechanical fluids.
- Instructors are in a highly visible and responsible position which can be demanding and stressful while dealing with a multiple number of learners 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 an interpersonal nature that requires the ability to listen, read, watch, and discuss issues.
- The incumbent must spend long hours in a classroom and/or shop providing instruction.
- Operation of shop equipment and tools requires constant alertness to potential hazards, especially where there is the added responsibility of ensuring student safety.

Mental Demands

<p>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.</p> <ul style="list-style-type: none"> • Ongoing trades’ 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”.