

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:	FACILITY MECHATRONICS INSTRUCTOR
FLSA STATUS:	INDEPENDENT CONTRACTOR
SAFETY SENSITIVE:	SUBJECT TO RANDOM DRUG AND BREATH ALCOHOL TESTING

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist in the rehabilitation of inmates by helping to prepare them to become productive and contributing members of society by training them in skill sets that can help them to gain employment in the fast-growing industry of Mechatronics. Duties include planning, assigning and supervising work; maintaining control and discipline in the classroom; controlling all materials and equipment which may be used as potential weapons; preparing courses of study and daily lesson plans utilizing the software and curriculum provided; counseling students as to their progress in the instructional program and working with them in helping them set and meet educational needs and goals regarding this curriculum.

NOTE: As an Independent Contractor the county does not provide any equipment to complete the functions of the position. As the instructor, you will set your own schedule and advise the Correctional Work Center Administration as to when your classes will be conducted on site.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Instructs classes in Mechatronics utilizing the program and equipment provided.

Researches and develops lesson plans for current and proposed classes and modifies as necessary to meet the needs of the facility and/or students.

Demonstrates the ability to understand technology and automation concepts encompassed in the training program.

Maintains a comprehensive and current knowledge of the curriculum.

Strives to enhance teaching with the approach of a mentor/coach mentality while remaining professional

Possess the desire to help others succeed in their career goals.

Works in a correctional setting with individuals that possess academically, culturally, and socioeconomically diverse backgrounds.

Implements instruction that addresses varied learning styles of students.

Provides the administration of the Rutherford County Correctional Work Center with regular updates and feedback regarding the course and participants

Demonstrates strong communication, organizational, and time management skills; keeps the students on a timely schedule.

Multi-tasks with demonstrated commitment to follow through expeditiously.

Maintains control of the checking out of and returning of keys.

Performs basic computer skills with the ability to operate the course plan software.

Operates specialized equipment utilized in the training program.

Maintains knowledge of safety, quality, and maintenance practices.

Completes required trainings upon request.

Complete work at assigned workstation as determined by supervisor.

Must work hours as scheduled.

ADDITIONAL FUNCTIONS

Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS

High school diploma or GED, supplemented by 6 years of relevant industry experience; or Associates degree in Mechanical Engineering, Electrical Engineering, Mechatronics Engineering Technology, Industrial Technology, or a closely related field, supplemented by 4 years of relevant industry experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Experience preferred in the following areas: Amatrol online curriculum, corrections, teaching/training, production equipment, and/or advanced manufacturing.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Include exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards or violence.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Instructing detainees in a classroom setting, maintaining safety/security of facility

Surface: Concrete

Estimated Total Hours: 4 **Maximum Continuous Time:** 4 hours

2. SITTING

Tasks: Instructing detainees in a classroom setting

Estimated Total Hours: 4 **Maximum Continuous Time:** 4 hours

3. LIFTING/CARRYING

Objects: laptop, chairs, tables, tools, air compressor, Skill Boss machinery

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs.	X				
11-25 lbs.		X			
26-50 lbs.		X			
51-75 lbs.			X		
76-100 lbs.				X	
>100 lbs.				X	

4. PUSHING/PULLING

Objects: Work station tables, tools, chairs, doors

Height of hands above floor during push: waist high, above head, knee

5. CLIMBING

Tasks: N/A

Device: N/A

Height: N/A

Frequency: N/A

6. BENDING/SQUATTING/KNEELING

Tasks: Connecting hoses to air compressor, turning air compressors on and off

Frequency: Occasionally during each class

7. REACHING

Tasks: Acquiring tools, accessing laptop, working with Skill Boss machinery

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Daily	30 minutes-4 hours	5-100 lbs
21-36"	All	Daily	30 minutes-4 hours	5-100 lbs

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>95</u> % of time
Outside	<u>5</u> % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Keys, radio, shackles, handcuffs, mops and brooms, laptop, computers, cleaning supplies, laundry, food trays, restraint chair, books, property, can, car, restraint belt, washer and dryer, touch screen, remote, vacuum

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		All day
Grasp	X		All day
Fine Motor i.e.: writing, twisting hands or wrist, etc.	X		All day

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Contractor's Full Legal Name (printed)

Contractor's Signature

Date