

Richmond Community College

Job Description

Position Title: Instructor - Electric Utility Substation and Relay Technology

General Description: An Instructor, under the authority and direction of the Vice President for Instruction, and in cooperation with the Lead instructor and Department Chairpersons, is responsible for providing effective instruction in the Electric Utility Substation and Relay Technology curriculum area.

Duties and Responsibilities of the Position in addition to the duties assigned to an instructor:

1. Serves as the communication liaison among the VP for Instruction, the Dean of Instructional Services, and the Division faculty.
2. Plans, compiles, edits, and maintains annual departmental learning outcomes for review in Mid-year and Annual evaluation process.
3. Maintains up-to-date and appropriate courses of study with the department and insuring that current syllabi are on file in the Curriculum Office.
4. Takes responsibility for all curricular revisions, modifications, and proposals for the department in compliance with instructional area procedures.
5. Submits tentative schedules and instructor assignments to the VP for Instruction and/or Dean of Instructional Services by designated deadlines prior to the start of each semester.
6. Serves as resource person for adjunct faculty with the department.
7. Participates in the selection process for new faculty.
8. Serves as communication liaison for other departments, divisions, and administrative offices requiring information, opinions, or recommendations on matters related to the department or its students.
9. Assigns the development and administration of proficiency tests to appropriate department members as needed.
10. Coordinates departmental text selection and working closely with the Bookstore Manager on textbook orders and purchases, instructor ancillaries, and student ancillaries on an ongoing basis.
11. Oversees departmental budget, monitoring departmental equipment, and making recommendations for equipment purchases, supply purchases, and equipment maintenance to the Division Chair and/or the VP for Instruction.
12. Conducts and maintains inventories of departmental equipment as required by the Business Office.
13. Coordinates communication and scheduling meetings (annual minimum) with program advisory committee members.

Duties and Responsibilities of an Instructor:

1. Teaches students effectively in assigned classes.
2. Meets classes as scheduled.
3. Provides students access through posted office hours.
4. Distributes course syllabi and college policy information in a timely manner.
5. Provides clearly organized and understandable instruction.
6. Provides adequate and timely feedback and evaluation of assignments.

7. Maintains a positive attitude in interactions with students and shows a genuine concern for student learning.
8. Fulfills obligations in student recruiting, advising, orientation, and registration.
9. Assists in the continual evaluation and enhancement of curricula through planning process and department meetings.
10. Provides the curriculum office with updated Instructor's course requirements that reflect expected student learning outcomes.
11. Submits accurate and complete records and reports in a timely manner in order to provide assessment data for institutional improvement.
12. Attends and participates in faculty, advisory, and assigned committee meetings designated to improve curriculum programs.
13. Participates in professional development, including back-to-industry, conference, and workshop activities that lead to professional and institutional advancement.

Position Qualifications:

Knowledge, Skills and Abilities:

Ability to teach courses associated with all aspects of three phase power systems. Courses to include large high voltage power transformers, high voltage power circuit breakers, protective relaying associated with the high voltage electrical grid, and other associated equipment installed in electric utility power substations. Strong oral and written communication skills, ability to work independently with minimal supervision, and willing to accept day and/or evening teaching assignments and teaching assignments at other locations as needed by the Institution.

Minimum Education and Experience:

Baccalaureate degree in electrical engineering or other closely related field with three years of experience in power system or Associate Degree in Electrical Engineering, or related field with over 10 years of experience in Electric Utility Substation and Protective Relay industry required. Ph.D. degree in Electrical Engineering or related field preferred. Community College teaching experience preferred. Teach students effectively in assigned classes; meeting classes as scheduled; providing students access through posted office hours; distributing course syllabi and college policy information in a timely manner; providing clearly organized and understandable instruction; fulfilling obligations in student recruitment, advising, orientation, and registration. The courses that will be taught are: Introduction to Engineering, Circuit Analysis, Electric Utility Print Reading, Large High Voltage Power Transformers II, Electric Utility Protective Relaying I, and Electric Utility Protective Relaying II.

Salary Grade: RCC Faculty Scale -

Location: Main Campus

Questionnaire for
Compliance with Americans with Disabilities Act
Interview guide for collecting job analysis information

Job Title: Instructor

Division: Curriculum

Location: Main Campus

Supervisor's Title: VP for Instruction/CAO

Department: Faculty

Shift:

1. General Purpose of Job. Briefly describe the job's primary purpose or contribution to the department or organization.

See job description.

2. Duties and Responsibilities. List the job's essential or most important functions and responsibilities. Include all important aspects of the job -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals.

See job description.

3. Supervisory Responsibilities. If this job supervises others, give the name of unit(s) or department(s) managed and number of employees supervised. If there are subordinate supervisors, list them also.

4. Physical Demands:

4A. How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

		Amount of Time			
		None	Up to 1/3	1/3 to 2/3	2/3 and more
Stand		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle or feel		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4B. Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

		Amount of Time			
		None	Up to 1/3	1/3 to 2/3	2/3 and more
Up to 10 pounds		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4C. Does this job have any special vision requirements? Check all that apply.

- ☐ Close vision (clear vision at 20 inches or less)
- ☐ Distance vision (clear vision at 20 feet or more)
- ☐ Color Vision (ability to identify and distinguish colors)
- ☐ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☐ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☐ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☒ No special vision requirements

4D. Make notes on the specific job duties that require the physical demands selected above.

5. Work Environment:

5A. How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Wet, humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5B. How much noise is typical for the work environment of this job? Check the appropriate level below.

- ☐ Very quiet (Examples: forest trail, isolation booth for hearing test)
- ☐ Quiet (Examples: library, private office)
- ☒ Moderate Noise (Examples: Business office with typewriters and/or computer printers, light traffic)
- ☐ Loud noise (Examples: metal can manufacturing, department, large earth-moving equipment)
- ☐ Very loud noise (Examples: jack hammer work, front row at rock concert)

5C. Make notes on the specific job duties that are affected by the environmental conditions selected above.

6. Comments. Include any other information that will aid in the preparation of an accurate description of this job.

7. Questionnaire prepared by:

Name: _____ Date: _____

Title: _____

Basis for knowledge of job: ☐ hold job now; ☐ supervise job; ☐ other (explain)

Exposure Determination for Bloodborne Pathogens

All position descriptions, including administrative and support personnel, whether paid or volunteer, must be evaluated by the appropriate department chairman/head and a Risk of Exposure to Bloodborne Pathogens Classification I or II be assigned to the position as it applies to each employee's work location. In situations where jobs of the same title entail substantially different categories of risk based on the department to which assigned, job titles will be modified to include the unit name thereby creating a newer, more specific description for that position.

For jobs which fall into Classification II, a list of tasks or procedures which present an occupational exposure to those employees should be prepared and appended to the job description. Assignment of personnel to a new department in the same basic job may necessitate a formal change of job title to ensure that they will receive training according to that job's risk classification. This must be reviewed on an annual basis by department managers for all job titles which they supervise or manage.

_____ CLASSIFICATION I

This includes jobs in which required tasks routinely involve a potential for mucous membrane or skin contact with blood, body fluids, tissues or potential spills or splashes. Use of appropriate measures is required for every employee performing these tasks.

_____ CLASSIFICATION II

This includes jobs in which required tasks normally do not involve exposure to blood, body fluids or tissues, but may require performing unplanned Classification I tasks. In these jobs the normal work performance involves no exposure to blood, body fluids or tissues. However, exposure or potential exposure may be required as a condition of employment or class performance.

_____ PERSONNEL NOT COVERED BY THE STANDARD

This includes jobs in which required tasks involve no greater exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues and the employee can decline to perform tasks which involve a perceived risk without retribution.

NOTE: All employees who do not fit into Classification I or II will fall into a third category not covered by the Standard.