ABLE INDUSTRIES

Job Description

Position Title: Community Work Crew Instructor

Reports To: Instructional Specialists/CWC Supervisor

I. Position Summary

The Instructor is responsible for the training and evaluation of disabled individuals assigned for vocational assessment and work activity at ABLE Industries. Some weekend, evening and holiday work will be required for most assignments. May participate in other production activity including instruction/supervision, quality control, shipping and receiving.

II. Qualifications

High school diploma or G.E.D. is required. Must have the ability to instruct the disabled. Two years work experience in lawn care, janitorial or industrial production work preferred. Previous landscape experience, including watering techniques, knowledge of sprinkler systems, and use of two & four cycle landscape equipment, will be helpful for off-site duties. Must be familiar with computer applications.

Must possess the ability to communicate well and work as team player. Must be 21 years of age. A valid California Driver's license, good D.M.V. printout, reliable transportation, and auto insurance required. All applicants will be required to pass a criminal, educational, and employment background check. In addition, they must successfully complete a drug screen, physical, and tuberculosis test.

While the typical qualifying entrance background may include all of the above, desirable qualifications including any combination of training, education and experience that demonstrates an ability to perform the duties of the position may be substituted.

III. Duties and Responsibilities

Essential Functions:

1. Key Position Responsibilities
   - Will work on off-site assignments that may include any or all of lawn care, grounds maintenance, lot cleanup, janitorial services and many others types of jobs.
   - Will operate, and train others to operate, hand and power tools and equipment used in these services.
   - Will have the primary role of training disabled adults in providing these services, and monitoring their activities to ensure safety and quality of workmanship.
   - Will assist counselors in assessing and monitoring trainees' progress, attendance, work attitudes and habits. Will work with counselors and supervisors to address problems with any of these issues.
   - Will modify work methods as necessary to accommodate individual disabilities of trainees.
   - Will keep accurate records as required. Will enter trainee time records in computer.
   - Will assist in maintaining equipment and supply inventories.
2. Safety
   - Ensures that agency safety policies are adhered to.
   - Maintains vigilance in monitoring trainees’ activities and environment to ensure their safety.
   - Ensures that equipment is operated in a safe manner at all times.

3. Corporate Culture
   - Demonstrates a commitment to the mission of the agency.
   - Understands and follows the agency Code of Ethics.
   - Is familiar with and adheres to general policies and procedures.

4. Training
   - Will attend first aid and CPR training.
   - Will participate in regular in-service training.

Marginal Functions:
1. Cross-Training
   - May be cross-trained in other agency production functions.

2. Other Duties as Assigned
   - May assist in regular maintenance and/or minor repair of equipment and tools.
   - May be required to transport trainees or materials, or to travel between job sites, using personal vehicle.

IV. Supervisory Responsibilities:
   None

V. Language Skills:

   Must be able to read and interpret documents such as correspondence, safety rules, operating and maintenance instructions, and procedure manuals. Must be able to communicate effectively to customers, trainees, and employees of ABLE Industries. Must be able to keep accurate and legible records. The ability to speak a second language such as Spanish, Hmong, Filipino, etc. could be helpful.

VI. Mathematical Skills:

   Should have the ability to add and subtract two digit numbers and to multiply and divide with 10’s and 100’s, and the ability to perform these operations using units of American money, weight, volume, and distance.

VII. Reasoning Ability:

   Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

VIII. Physical Demands:

   The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable
accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; and talk and hear. The employee is regularly required to walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, or crouch.
The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. On some occasions the employee may be required to move loads of over 75 pounds.
Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

IX. Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The employee occasionally works near moving mechanical parts; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles. While performing the duties of this job, the employee may work in outside weather conditions at all times of the year.
The noise level in the work environment is usually moderate and occasionally loud.

Adopted: 11/01
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