**Forklift Operator Instructor** (PT)

**Location:** Dougherty County Campus / Off site at customer locations

Albany Technical College seeks a part time Forklift Operator Instructor. Under general supervision, the instructor will be responsible for providing students with high-quality instructional training in Forklift Operation, in the Economic Development Division. This class is designed to help students understand forklift safety protocols per OSHA standards, and learn to safely operate the forklift. Students will receive training through theory learning and practical skills development. The FLI should support student success by creating an optimum learning environment, effectively demonstrating the skills to be learned, responding to student needs, managing online and hands-on instructional activities, evaluating and recording students’ performance based on designated criteria, modeling employability skills, demonstrating professionalism, supporting college administrative requirements, and maintaining competency in their instructional field. The successful candidate must understand how to safely operate a forklift, be familiar with different types of forklifts and understand the different parts and controls. He/she should have a thorough knowledge of Federal and State OSHA regulations and standards for powered industrial trucks (PITs), including loading and unloading, refueling, reading data plates, and other relevant topics and be capable of identifying workplace hazards and how to avoid them. He/she should be able to plan, organize and present courses. This position requires flexible working hours; day, evening and weekends. The FLI should understand OSHA warehouse safety measures and regulations and have an aptitude and affinity for teaching. He/she should have good oral and written communication skills.

**Duties/Functions**

* Identify relevant curriculum.
* Develop learner centered lesson plans that align with industry standards.
* Employ teaching strategies & instructional materials for different learning styles.
* Create a quality-learning environment for a diverse student population.
* Utilize instructional support materials, including course syllabi, supplementary materials, instructional media and other devices as appropriate.
* Conduct student assessments/skills evaluations.
* Maintain oversight of classroom and laboratory equipment, and make recommendations to Department Chair for supplies, equipment, and equipment repairs.
* Maintain safe learning/working conditions.
* Keep up to date on industry rules and regulations regarding forklift operation.

**Minimum Qualifications:** The candidate MUST possess a Diploma or GED \*AND\* have Forklift Operation Certification from recognized training organization \*AND\* Five (5) years of Industry experience

**Preferred Qualifications:**

* Associate’s Degree
* Forklift operation certification from recognized training organization
* 5 years of industry experience
* 1 year of prior teaching/training experience
* Forklift Train the Trainer certificate

**Physical Demands:** Work is typically performed on a paved outdoor training area. The employee occasionally lifts or moves objects of a light to medium weight, and must get on and off of a sit-down forklift. Walking is required and hand and finger motion may be required for data entry purposes.

**Salary/Benefits:** This position is on a semester-by-semester contract. Salary is commensurate with education and work experience. Work schedule may include evening, weekend and online courses, as assigned.

**Application Deadline:**  The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law.

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you***

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| **Title IX Coordinator:**  Kathy Skates, Vice-President of Administration  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3524 | **Equal Opportunity Officer:**  Lola K. Edwards-Director of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator,  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |