



C. L. RUSSELL GROUP
WORKFORCE SOLUTIONS

JOB TITLE: Apprentice Buildings & Grounds Maintenance Training Instructor

Job details

Salary: \$50/Hour

Job Type: Temporary Part-time Consultant, Hybrid

Summary: The Training Instructor will assist apprentices in completing a **two (2) year** apprenticeship program in the core and concentration work skills to produce a strong foundation necessary to move forward within the **Building and Grounds Maintenance Worker** occupation. The training instructor's role is to prepare apprentice students to obtain Workplace Safety Certifications and Natural Green Infrastructure Certification.

Job Description

- Administers statewide apprenticeship and training programs to build and maintain a highly skilled workforce.
- Coach, advice, and guide learners so that they develop the mindset qualities, will power, and positive habits and recognize the importance of practice to succeed.
- Performs technical instruction/training development projects as a subject matter expert in the subject areas for the **Building and Grounds Maintenance Worker Apprenticeship Program**.
- Instructs students in the technical and theoretical subjects related to the occupation for a minimum of 144 hours per year. in a **two (2)** year apprenticeship program of core and concentration work skills.
- Schedules and presents instruction in new or revised source material to the apprentices. Research new teaching methods.
- Provide an organized and systematic form of instruction, including hands-on training with tools, equipment, etc. relevant to training requirements.
- Deliver instruction in a blended learning environment to include virtual and/or face-to-face classroom setting, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Apprenticeship Agency.
- Evaluate student performance to gauge where skills are lacking.
- Create training programs to address skill gaps in employees.
- Prepare learning materials for programs.
- Conduct assessments and evaluations to gauge the effectiveness of the student learning and program.

Requirements

- Five or more years' experience as a technician AND apprenticeship model classroom training.
- Valid trade certification (Journeyman, Masters license or relevant license and skills in the specific craft.)



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- Must be knowledgeable of environmental technology (EPA and OSHA) and various effective teaching techniques for all levels of basic adult skills and testing preparation.
- Advanced knowledge of apprenticeship system, legislation and regulations respecting the apprenticeship programs and a working knowledge of postsecondary education.
- Advanced knowledge of accreditation policy/programs.
- Advanced knowledge of trades, cultural diversity, and a working knowledge of trends in the industry.
- Advanced knowledge of compulsory (mandatory) trade certification.
- Well-developed conflict resolution strategies.
- Ability to work effectively with diverse populations.
- Must be dependable, punctual, and responsible.
- Maintain strict confidentiality regarding clients for whom the organization provides services.
- Effective and professional written, verbal, interpersonal communication skills.
- Effective organizational and planning skills. Manage classroom evaluations and sign-in documents.
- Must have experience facilitating/presenting virtual and instructor-led training. (Virtual platforms: Google MeetUp or Zoom).
- Computer navigation software skills required.
- Reliable transportation to training site location in Washington, D.C.

INDEPENDENCE OF ACTION/DECISION MAKING:

Work is performed independently, and matters are referred to the program/project manager when the consequences of a decision are likely to be critical to the Apprenticeship Program. Must react to new situations in a timely manner and make effective decisions and judgments within the guidelines of regulations, and policies respecting the Apprenticeship Program. Organizes workload and establishes priorities based on the client's scope of work.

Interested in applying? Submit your resume, supplemental documents (education/certifications to meet qualification requirements). Failure to provide all the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

How to Apply? To apply for this position, submit the required documentation to:
info@clussellgroup.com Attention: **Apprentice Instructor**.