

## NEW CENTURY CAREERS

### JOB DESCRIPTION

Job Title: MANUFACTURING 2000 (M2K) Instructor  
Department: Training Services Team  
Reports To: Facility Manager/Training Supervisor

#### SUMMARY:

The role of the M2K Instructor is to monitor and provide technical training and assistance to individuals participating in our pre-apprenticeship program. It is the goal of all of our Instructors to see that everyone has an opportunity to learn in a safe and supportive environment while achieving the outcomes and goals as outlined by the M2K trainee manual.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Deliver ongoing basic machining training through the MANUFACTURING 2000 (M2K) program by following the M2K curriculum; deliver other specialized training programs as needed.
- Deliver ongoing basic machining training to individuals at various levels of understanding.
- Deliver ongoing basic machining training to individuals who learn in a variety of ways, such as visual, auditory, verbal, kinesthetic, etc.
- Follow and enforce all required safety protocols for individuals working in the Training Innovation Center including safety shoes, safety glasses, equipment shielding, etc.
- Monitor and coach M2K trainees on safe and productive work habits.
- Ensure the timeliness of starting and concluding each training session; support Student Services team in tracking attendance by returning attendance slips and reinforcing attendance policies with trainees.
- Maintain the tool management and control system, students take out and return tools for each M2K job to the appropriate tool bin. The Instructor takes out and returns the bins and all other tooling to the tool room every session.
- Ensure that trainees clean the shop adequately after each training session, including machine areas and common sitting areas; implement shop cleaning sessions as instructed by the Facility Manager/Training Supervisor.
- Document M2K trainees' progress on the Occupational Task List and Project Sign Off Sheet.
- Monitor and report any trainee issues to the Student Services team.
- Monitor and report any issues related to training curriculum or the condition of machinery/facilities and tooling to the Facility Manager/Training Supervisor.
- Assist the Facility Manager/Training Supervisor by monitoring and communicating needs related to inventory of equipment, tools and supplies to assure a high standard of training delivery.

- Attend all Instructor or organizational meetings as needed.
- Follow and abide by all procedures related to opening or closing the facilities for each session.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**JOB REQUIREMENTS:**

- a) Minimum 2-3 years of experience operating manual mills, manual lathes, and manual surface grinders.
- b) Minimum 2-3 years of experience operating, setting up, and programming of CNC mill and CNC lathe preferred.
- c) Complete all required paperwork in a prompt and timely manner.
- d) Ability to stand for long periods.
- e) Must have 5 NIMS credentials, or earn at least 1 per year for the first 5 years of service.
- f) Willingness to work a set schedule of daylight, evenings, and weekends as needed.
- g) Instructors may have opportunities to work at a variety of training sites, including manufacturing companies in Southwestern PA.

**COMMUNICATION SKILLS:** The successful candidate must possess excellent mechanical and decision-making skills, strong interpersonal skills, and a team-player attitude.

**EDUCATION and/or EXPERIENCE:** Journey worker certificate or equivalent work experience preferred. Experience should include a strong knowledge of manufacturing and manufacturing equipment, tools and supplies.