



JANE
ADDAMS
RESOURCE
CORPORATION

JOB DESCRIPTION

Job Title: Senior Manufacturing Skills Instructor – Assembly, Fabrication and Quality Assurance

Program(s): Careers in Manufacturing Programs (CMP) and Business & Workforce Services (BWS)

Reports To: Director of Manufacturing Operations – JARC Chicago

Supervises: N/A

The Jane Addams Resource Corporation (JARC) promotes strong communities, businesses and households to ensure that people who work do not live in poverty. JARC helps low-income workers, job seekers and community residents attain financial self-sufficiency through skills training and bundled support services.

JARC's training programs target middle skills occupations and career paths in the manufacturing sector, such as CNC Machinist, GMAW Welder, Assembler and Fabricator, and serve a variety of populations:

- ***Careers in Manufacturing Programs (CMP)*** – Provide job training and employment services to a variety of adult job seekers, including dislocated workers and job seekers with barriers to employment. These classes are typically held at JARC's training centers.
- ***Business and Workforce Services (BWS)*** – Design and execute customized firm side training classes for JARC's industry partners and their incumbent workers. These classes are held at company sites or at JARC's training centers.

The **Senior Manufacturing Skills Instructor** supports these programs and strategies by providing high quality instruction in a variety of manufacturing, fabrication and quality assurance topics in both programs, including Mfg Skills 1, Mfg Skills 2, OSHA Forklift Operator, OSHA 10 Hours, and Mechanical Assembly (and related fabrication topics).

Essential Functions:

Teaches **Mechanical Assembly** to trainees in JARC's *Careers in Manufacturing Programs* at sites in Austin or Chatham, as indicated by enrollment.

- Execute training modules with these design elements:
 - Open Entry / Open Exit
 - Project-Based, Simulated Work Environment
 - Trainees attain Industry Credentials
- Mechanical Assembly Curriculum features these elements:

- Hand Tools, Power Tools, Torque Tools
- Fasteners, Rivets, Hardware
- Manufacturing Drawings, Assembly Prints and Bills of Material

Teaches **Quality Assurance** Topics in both programs, at JARC training centers in Ravenswood or Austin, or on the firm side:

- Manufacturing Skills 1 features baseline skills in math, print reading and metrology that machine operators need in order to execute their frontline quality assurance functions.
- Manufacturing Skills 2 feature intermediate topics in quality assurance including part inspection, trigonometry for machinists, introductory level classes in SPC, GD&T and Welding Symbols.

Teaches **OSHA and Workplace Safety** Topics at JARC Training Centers and at on the firm side:

- OSHA Forklift Safety and Operation – 3 Yr License for Sit Down, Stand Up and other lift equipment, as assigned.
- OSHA 10 Hr for General Industry – Mandatory and Elective Topics for General Industry as mandated by OSHA and indicated by industry partners.

Secondary Functions:

May teach a customized 16-hr training for new hires in **Grinder-Polisher** department 1-2 times per year, or as required by key employer partners.

- Grinder- Polisher Curriculum features this equipment:
 - Dynaflex, Dynastraight
 - Belt Sanders and Die Grinders
 - Electric and Pneumatic Grinder and Polisher Tools
 - Pedestal Grinders and Wire Brush
- Grinder-Polisher Curriculum features these processes:
 - Removing burn marks
 - Polishing components, such as tube, grabs and small brackets
 - Polishing small weldments such as cantilevers, legs and base frames
 - Grinding and polishing seat frames

Supports faculty colleagues in **other areas of Careers in Manufacturing Programs**, including CNC Machinist, Additive Manufacturing, Press Brake / Metal Fab shop or lab classes by helping to supervise training center classes and trainees in Ravenswood and Austin, as assigned.

Team Functions:

- Markets JARC Programs at partner recruitment events
- Fosters and supports agency's culture of Continuous Quality Improvement (CQI)
- Collaborates with other programs and program staff
- Perform other duties as assigned
- Contributes to JARC warm and welcoming environment

Qualifications:

- Strong background in manufacturing
- Knowledge of Fabrication and Assembly Processes
- Ability to teach basic and intermediate level topics in Quality Assurance
- Desire to learn new skills
- Bilingual Spanish a plus
- Understand, Follows ethical guidelines, including confidentiality
- Basic Computer Skills, including Email and use of MOS products

Terms/Conditions:

- Full Time, 35 hours per week
- Days, some evening and weekend hours may be required
- FLSA Non-Exempt / Union (UAW-NOLSW 2320)
- Employment verification and Criminal Background checks to verify work history and no job-related convictions or sexual offenses

Compensation:

- \$28.85 per hour
- Competitive benefits package, including Healthcare, PTO, and 403.B
- Jane Addams Resource Corporation is an Equal Opportunity Employer
- Minority/Female/LGBTQ/Gender Identity/Veteran/Returning Citizen/ Disabled