

# Vocational Training Instructor

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**Job Code:** W0113  
**Pay Grade:** WO  
**Pay Scale:** \$28.77-\$45.92 Hourly; \$59,841.60-\$95,513.60 Annually  
**Exempt:** No

## OVERVIEW

Provide vocational training classes in carpentry, masonry, welding, or related craft trades to inmates within the detention facilities.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Develop curriculum and teach classes to inmates in carpentry, masonry, welding, or other craft trades.
- Develop and provide plans for projects to be constructed in the Vocational Training Center.
- Instruct inmate students in methodologies to construct craft projects.
- Advise inmates of all required safety measures with tools and in the classroom.
- Assist deputies with the supervision of inmates assigned to the Vocational Training Program (VTP).
- Evaluate participants and make determinations as to overall progress.
- Administer tests as required.
- Assist with purchasing materials and tools needed for the VTP.
- Assist case managers and other staff in finding appropriate inmates for the VTP.
- Attend necessary training and classes to stay up-to-date on all curriculum for facilitating carpentry, masonry, or other related classes.
- Perform other related duties as required.

## KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the principles, practices, methods, tools, materials, and equipment used in the construction/building trades.
- Considerable knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Knowledge of local trade unions and employers.
- Skill in the use of required tools, equipment, and technology.
- Ability to advocate for employment on behalf of suitable inmate students.
- Ability to deliver effectual instruction in carpentry, masonry, welding, or other related craft trades.
- Ability to develop appropriate curriculums.
- Ability to teach vocational training classes to inmates in a group setting.
- Ability to plan, organize, and coordinate inmate work assignments.
- Ability to establish and maintain effective working relationships with others.
- Ability to read plans and blueprints to instruct and assist inmates in building schematically correct and artistic craft projects with inmate students.
- Ability to communicate, both orally and in writing.
- Ability to remain current in teaching curriculum and tools required for the trade.
- Ability to follow established policies and procedures.
- Ability to use a computer and related software.

## **WORKING CONDITIONS**

- Work in a classroom within a detention or correctional environment, with occasional contact with inmates.
- May have occasional exposure to explicit or disturbing behavior.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in very heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 100 pounds).
- May work day or night shifts and non-standard hours/days including weekends and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

## **MINIMUM EDUCATION & EXPERIENCE**

- A high school diploma or possession of a GED certificate.
- Possession of a Journeyman credential or equivalent.
- Four years of documented occupational experience in the construction/building trades.

OR

- A bachelor's degree from an accredited institution of higher education.
- Two years of documented occupational experience in the construction/building trades.

## **REQUIRED PRE-EMPLOYMENT TESTING**

- A passing score on pre-employment testing.

## **ADDITIONAL JOB REQUIREMENTS**

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

## **PREFERRED QUALIFICATIONS**

- Valid State of Florida Department of Education Professional Educator's certificate or ability to obtain a temporary then permanent certificate.
- Possession of an Instructor Certification through the National Center for Construction Education and Research (NCCER) or be able to successfully complete the NCCER Instructor Certification Training Program (ICTP) to teach CORE Curriculum.
- Four years of documented occupational experience in the construction/building trades.