FORD SERVICE TRAINING SPECIALIST

DEFINITION

Under supervision of the assigned administrator, the Ford Automotive Training Specialist will provide in-service skills training to Ford and Lincoln-Mercury dealership personnel at the Ford Outreach Technical Training Center at Cosumnes River College in Sacramento, California.

TYPICAL DUTIES

Provides in-service skills training to Ford and Lincoln-Mercury dealership personnel at the Ford Outreach Technical Training Center under supervision of the assigned administrator. Serves as a technical trainer, using Ford Motor Company guidelines, in such subjects as automotive electrical/electronics, fuels, engine performance, emission control, engine, brakes, wheel alignment, diesel engines, suspension and steering, manual drive trains, automatic transmissions/transaxles, and air-conditioning maintenance of Ford equipment. Keeps an inventory of Ford Motor Company-issued tools and equipment and exercises care in the safeguarding of these assets. Trains students to do specific installation, operation and maintenance jobs and to understand and use maintenance and inventory systems while establishing and maintaining effective relationships with students. Assists in developing training materials, such as syllabi and visual aids; prepares materials and equipment for demonstrations and instructional use; proctors examinations; and grades, records, and files test results in accordance with specific instructions. Cares for and stores equipment and related materials for instructional use. Coordinates Outreach facility with appropriate staff. Completes and submits all required reports and forms in a timely manner. Identifies and works with equipment, hand, heat and power tools and materials common to the automotive field. Maintains records of equipment and supplies ordered, received and issued and maintains a log of activities and business-related expenses and coordinates with assigned administrator, for timely completion of all billings. Organizes shop and lab spaces and tool rooms to provide orderly, safe, efficient use and safe storage of supplies and equipment; practices safety and performs safety training and oversight of safe working conditions and practices. Performs related duties as required.

QUALIFICATIONS

EXPERIENCE

Five years as an automotive technician in progressively, responsible positions; or, two years of automotive repair experience in a Ford or Lincoln-Mercury Dealership or a Ford District Service School.

EDUCATION

An Associate of Arts degree in Automotive Mechanics Technology or related discipline. Certification in Automotive Service Excellence (ASE) and Service Technician Specialized Training (STST), particularly in Ford advanced technology, is desirable.

NOTE: Must possess and retain a valid California driver’s license. Attendance at Ford Motor Company special training at Ford locations is required.
KNOWLEDGE OF
Knowledge of instructional methods and training techniques including curriculum design principles, learning theory, group and individual teaching techniques, design of individual development plans, and test design principles. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of numbers, their operations, and interrelationships including arithmetic, algebra, geometry, and their applications. Knowledge of the names, care and use of hand, heat and power tools, materials and equipment in instructional classroom, shop and laboratory for automotive work; principles applicable to mechanical and electrical equipment and their operation and maintenance; and maintenance, tool room and storage operations and procedures.

SKILL IN
Skill in training others in how to do something; communicating effectively with others in orally and in writing as indicated by the needs of the audience; and listening to what other people are saying and asking questions as appropriate. Skill in using logic and analysis to identify the strengths and weaknesses of different approaches to a problem; using multiple approaches when learning or tutoring; and assessing how well one is doing when learning or doing something. Skill in knowing how to find information; identifying essential information; and managing one's own time and the time of others.

ABILITY TO (ESSENTIAL FUNCTIONS)
The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to identify and work with equipment, hand, heat and power tools and materials common to the automotive field; practice safety and direct proper safety practices in mechanical-electrical fields; maintain records of accountability for equipment, tools, and materials; and organize shop, lab, tool rooms and storage rooms for safe and efficient instructional use. The ability to understand information and ideas presented in writing; organize training classes and the outreach center workplace: provide accurate training records and reports; travel for training sessions; and use word processing, spreadsheet, presentation, communication and inventory software.

Physical and Environmental Factors: May work in temperatures above 90 degrees Fahrenheit and be able to adapt to 20 to 40 degree changes in temperature. May perform heavy physical labor that involves pushing, pulling and lifting heavy tools, equipment and parts. May need to work in confined or cramped spaces and be able to lift, reach, push, bend, stand, maneuver repeatedly in performance of duties. May be required to climb and work on ladders performing work up to 12 feet above ground level and lift up to 50 pounds unassisted and over 50 pounds with assistance (objects are sometimes elevated from floor level to above the shoulders).

TYPICAL EQUIPMENT USED (May include, but not limited to)
Automotive hand, power and heat tools, automotive testing equipment, computer, printer, calculator, copier, fax, LCD projector, overhead projector.