



Technical Specialist – Advanced Manufacturing and Machining Job Description

Job Title: Technical Specialist

Department: Apprenticeship

Reports To: Director of Apprenticeship

FLSA: Exempt

ORGANIZATION: Aerospace Joint Apprenticeship Committee (AJAC)

LOCATION ADDRESS: 6770 E. Marginal Way South Bldg. A-106, Seattle, WA 98108

POSITION TYPE: Full-Time

APPLICATION DEADLINE: Open Until Filled

SALARY: \$57,000.00 - \$63,000.00/year

WHO WE ARE: The Aerospace Joint Apprenticeship Committee (AJAC) is a statewide non-profit organization with offices in south Seattle and Kent. We are an industry-driven apprenticeship organization, founded on the belief that mastery occurs on the job. Through pre-apprenticeship, youth apprenticeship and adult apprenticeship, all people have the opportunity to earn competitive wages, find meaningful and fulfilling work, and pursue lifelong learning. The organization annually serves 300+ manufacturing employers, 400 apprentices (including 100 high school Junior and Seniors), and nearly 270 pre-apprentices. We have a small staff of entrepreneurial, smart and motivated team members – this work is fast and dynamic but also rewarding and highly collaborative.

POSITION SUMMARY: This position serves as AJAC’s resident subject matter expert (SME) on machining, advanced manufacturing, and workplace safety. The Technical Specialist is responsible for developing and managing AJAC’s safety program, monitoring equipment and facilities, and providing support as a SME for the development of AJAC’s curriculum and curriculum materials.

ESSENTIAL FUNCTIONS:

The essential functions of the position include but are not limited to the following:

Safety

- Develop and manage AJAC’s safety program;
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- Conduct quarterly safety meetings;
- Collaborate with AJAC's safety committee and instructors to create a culture of safety;
- Develop and present safety trainings for AJAC staff, instructors, and students;
- Coordinate youth apprenticeship OJT safety documentation process;
- Coordinate and participate in DOSH consultations at facilities around the state;
- Maintain current working knowledge of safety laws and regulations;
- Act as resource for employees who have questions and/or concerns about policies, procedures, and compliance issues in the area of safety;

Equipment

- Inventory, monitor, and coordinate maintenance equipment in facilities around the state;
- Work with vendors, suppliers, and local businesses to acquire donations of equipment supplies and materials;
- Recommend new equipment to ensure training remains relevant to industry needs;

Educational Program Support

- Serve as manufacturing SME to curriculum developers and others as needed;
- Provide input as SME on new program development;
- Oversee the development and delivery of toolkits for AJAC's apprenticeship program;
- Fabricate materials and equipment as appropriate;
- Develop and maintain professional and technical knowledge by attending relevant educational workshops, reviewing relevant professional publications, participating in professional societies, establishing personal networks;
- Contribute to AJAC team effort and success by accomplishing related tasks as needed;
- Perform other duties as assigned.

CORE COMPETENCIES:

Diversity

Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.

Ethics

Treats all people with respect; keeps commitments; inspires the trust of others; works with integrity; upholds organizational values; maintains the confidentiality of all client/co-worker/organizational business.

Organizational Support

Follows policies and procedures; completes administrative tasks correctly and on time; supports organizations' goals and values.

Interpersonal

Focuses on solving conflict, not blaming; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Professionalism

Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments; represents the business in all actions, dress and conduct in accordance with the mission and vision.

Dependability

Takes responsibility for own action; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on times or notifies appropriate person with an alternate plan.

Team Work

Balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Judgement

Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Oral Communication

Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication

Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Customer Service

Responds promptly to customer needs; solicits customer feedback to improve service; consistently exhibits excellent phone skills; responds to requests for service and assistance; meets commitments.

Quality Management

Looks for ways to improve and promote quality, demonstrates accuracy and thoroughness.

Adaptability and Problem Solving

Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events. Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, develops alternative solutions, works well in group problem solving situations, uses reason even when dealing with emotional topics.

QUALIFICATIONS:

- 5+ years of experience or Journey-level in machining, maintenance, and/or manufacturing;
- Knowledge of the aerospace and manufacturing industry;
- Procurement and/or inventory experience;
- Demonstrated commitment to creating a culture of safety;
- Familiarity with OSHA, industrial safety, and EPA compliance;
- Experience working with lean manufacturing environment and knowledge of “green” best practices for manufacturing;
- Demonstrated success in training or teaching adults;
- Demonstrated cultural competency;
- Strong interpersonal and communication skills;
- Strong ability to manage/prioritize/organize multiple tasks and projects;
- Outstanding organizational and communication skills;
- Exceptional attention to detail, be thorough and demonstrate complete follow-through in the execution of the program development strategy;
- Demonstrated discipline in personal time management, self-motivation, accountability and responsibility for the performance of the program development team;
- Innovative vision that recognizes how to develop and manage programs for continuous improvement;
- Proficiency in MS Word and Excel.

EQUIPMENT UTILIZED:

Duties of this position will require the regular use of these types of machinery and equipment:

- PC or laptop, Printer/Copier, Telephone, General office equipment;
- CNC Machine, Lathe, Mills, and other manufacturing shop equipment
- Will be required to travel throughout Washington State - a personal automobile is required for this purpose. Mileage reimbursement is provided for business travel during work hours.

PHYSICAL REQUIREMENTS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift or move 1 to 50 pounds without assistance sit/stand for long periods of time, view a computer monitor for periods throughout the day.

MENTAL REQUIREMENTS:

For an employee to succeed in this position they will need to be able to do mathematic equations, adapt to changing work flow and demands of the program deliverables, and contribute to problem solving when needed.

WORK ENVIRONMENT:

At AMJTC/AJAC we maintain a drug-free workplace with a commitment to safety and job satisfaction. We encourage our employee's to bring forward ideas that will help us continue to deliver on this promise.

HOW TO APPLY: Please send your resume and cover letter to employment@ajactraining.org. Please include "Technical Specialist" in the subject line.

EQUAL OPPORTUNITY EMPLOYER: AJAC is an Equal Opportunity Employer. All decisions concerning employment will be made without regard to age, race, ethnicity, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, citizenship status, veteran status, the presence of any physical or mental disability, or any other status or characteristic protected by federal, state, or local law.
