

JOB TITLE:

Program Director, Surveying

DEPARTMENT:

Trades and Industrial Arts

PAY GRADE:

50-54

PAY RANGE:

\$4,000 to \$5,000 per month depending on qualifications, experience, full-time 10 mos or 12 mos per year, benefit-eligible.

Generous Benefits includes:

- Health/Vision, Dental, Life/ADD & Long-term Disability Insurance: Generous Employer contribution toward the cost of this benefit
- Vacation Leave: Earn up to 15 days per year
- Sick Leave: Earn up to 12 days per year
- Holiday Leave: 12 per year
- Retirement: Participates in MT Teacher's Retirement System; AND Employer match up to 7% for 403(b)
- Tuition Waiver: Employee plus up to two legal dependents

FLSA:

Exempt

CLOSING DATE:

Open Until Filled

SUMMARY:

Flathead Valley Community College is an outstanding public community college located on a beautiful campus in Kalispell, Montana with panoramic views of the northern Rocky Mountains and Glacier National Park. Our vision is to improve lives through learning, and the trustees, faculty and staff are dedicated to values that foster and preserve the spirit of our college and promote and support the well-being and economic development of the communities we serve. The Program Director will oversee the Surveying program and teach college-level surveying courses and contribute to the success of the Trades and Industrial Arts division. **Anticipated start date of August 2022.**

ESSENTIAL DUTIES:

- Coordinates the surveying program and manages the college's Continuously Operating Reference Station (CORS) and other surveying related equipment
- Provides career oriented instruction and support to students to assist them in the development of surveying skills, surveying techniques and principles, and practice of land surveying
- Provides quality instruction by using effective lesson plan development and strategies
- Maintains and submits instructional records in accordance with requirements
- Fosters positive student and community relations
- Attends meetings and participates in student and/or program assessment as directed
- Updates curriculum and program of study to keep them relevant and consistent with industry standards. Works with other staff on curriculum and instructional content, and effective uses of multimedia in the development of on-line and blended trades/technology, or on-campus courses
- Integrates subject area with other related curricula
- Works professionally with college faculty and staff to aid with the educational process and actively participates in student recruitment
- Maintains professional ethics and confidentiality of students in accordance with applicable laws and policies
- Works professionally and collaboratively with college faculty and staff to aid with the successful student learning outcomes
- Remains current in practices, trends and research related to areas of assignment
- Performs other related duties as assigned
- Reports to the Director of Trades and Industrial Arts

MINIMUM QUALIFICATIONS:

- Associate's degree or higher in surveying or civil engineering; AND,
- Current Montana Licensed Professional Land Surveyors (PLS), OR, obtain Montana PLS within eight (8) months of employment

PREFERRED QUALIFICATIONS:

- Five years of surveying experience, including boundary/cadastral projects, mapping and construction surveying
- Experience teaching college-level surveying courses
- Bachelor's degree and/or higher level coursework.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to implement and teach land surveying techniques using appropriate technology
- Knowledgeable about legal principles of surveying

- Knowledgeable of applied mathematics as it relates to surveying
- Ability to effectively use AutoCAD and related software
- Knowledge of GNSS, LIS, Geodesy, mapping and map projections
- Ability to effectively teach content material in using a variety of instructional methods to facilitate student learning
- Ability and willingness to serve as a representative for the College by interacting appropriately with the community
- Demonstrated skill in creating and managing a work climate of collaboration, collegiality and team work
- Ability to work within policies and procedures of FVCC
- Ability to maintain effective and positive professional relationships
- Ability to follow and issue instructions
- Demonstrated communication, project management, presentation, educational service and interpersonal skills
- Ability to work effectively with people from a variety of culturally diverse backgrounds
- Ability to maintain regular and acceptable attendance levels
- Ability to maintain high level of confidentiality
- Ability to pass a criminal background check
- Ability to respond in the event of an emergency
- Ability to perform a Medium Duty job, according to the Selected Characteristics of Occupations Defined in the Revised Dictionary of Occupational Titles, U.S. Department of Labor and Industry. Medium Duty involves exertion of 20-50 pounds of force occasionally, and/or 10-25 pounds frequently, and/or up to 10 pounds continuously to move objects.

APPLICATION PROCEDURE:

In order to be considered for this position, applicants must apply online at www.fvcc.edu/jobs; paper submission of applications or resume materials are not accepted for open positions. FVCC does not retain application materials for future consideration.

Additionally, applicants are required to submit the following documents by uploading them to the online application (**NOTE: FVCC's applicant tracking system will time-out after 45 minutes of inactivity. Please have your documents ready to upload before you click the Apply button.**) :

- Letter of application indicating how you meet the minimum qualifications and detail your work experience as it relates to the position's Knowledge, Skills and Abilities; AND
- A current, comprehensive resume or curriculum vitae; AND,

- Unofficial transcripts for all degrees held AND/OR Professional Certifications (if more than one transcript or certification, combine and upload as one document). As a condition of employment, the successful candidate will submit official transcripts for all degrees held and applicable certifications to FVCC HR prior hire. Only transcripts from accredited institutions will be accepted.), AND
- Three professional references, with complete contact information, must be provided on the application form. Professional references must be individuals most familiar with applicant's work experience, skills, and work behaviors and supervisory experience. Do not list family and friends for professional references.

EMPLOYMENT SPONSORSHIP: FVCC is not able to sponsor individuals seeking employment. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

EMPLOYMENT VERIFICATION'S, REFERENCE CHECKS AND CRIMINAL BACKGROUND CHECKS: Prior to any offers of employment, FVCC conducts thorough employment verifications and reference checks and may contact organizations and individuals not listed on an applicant's application or resume. Additionally, FVCC conducts post-offer criminal background checks.

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE

ACTION: FVCC is an equal opportunity employer and affirmative action organization. It is FVCC's policy that all individuals are entitled to equal employment opportunities regardless of race, color, religion, creed, political ideas, sex, gender identity, sexual orientation, age, marital status, veteran's status, service in the uniformed services as defined by state and federal law, physical or mental disability, national origin or ancestry except as authorized by law. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs, as required by federal and state laws.

FVCC BOARD POLICY: The FVCC Board Policy Manual is available to review at <https://www.fvcc.edu/about-fvcc/board-of-trustees/fvcc-board-policy>

REASONABLE ACCOMMODATIONS FOR PERSONS WITH

DISABILITIES: FVCC provides reasonable accommodations upon request to qualified individuals with disabilities during all phases of employment including the application and selection process. No applicant will be penalized as a result of such a request.

VETERANS' PREFERENCE ACT: Preference applies in hiring and provides a uniform method by which special consideration is given to qualified Veterans. Veterans' Preference laws do not, however, guarantee Veterans a job, nor do they give Veterans'

preference in internal actions such as promotion, transfer, reassignment, and reinstatement. I understand that applying for a preference is voluntary and that all information related to a preference is confidential and used only during the hiring process; the information will be maintained in a separate confidential file. To claim Veterans' Preference, you must complete the Veterans' Preference Form (form is available at: https://www.opm.gov/forms/pdf_fill/SF15.pdf) and email it along with document(s) that verify your eligibility for employment preference to Jobs@fvcc.edu. Claims for Veterans' preference must be received by Human Resources prior to position closing date.

WINDFALL ELIMINATION PROVISION: Based on the Windfall Elimination Provision, I understand my employment may not be covered by Social Security. To learn more about the Windfall Elimination Provision click <https://www.ssa.gov/pubs/EN-05-10045.pdf>.

AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.

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