



### **Position Announcement**

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|----------------------------------------------|---------------------------------------------------------------------------------------------------|
| <b>Title:</b>                                | Industrial Maintenance/Mechatronics Associate Instructor – Riverbend Maximum Security Institution |
| <b>Classification:</b>                       | Exempt – Full-time                                                                                |
| <b>Direct supervision received from:</b>     | Correctional Programs Coordinator 1                                                               |
| <b>Functional supervision received from:</b> | TCATN Vice President                                                                              |
| <b>Office Location(s):</b>                   | 7475 Cockrill Bend Blvd., Nashville, TN 37209                                                     |
| <b>Hours:</b>                                | Monday – Friday 7:00 a.m. – 3:30 p.m.<br>(Work/Life Balance schedule of 37.5 hours)               |
| <b>Salary:</b>                               | Commensurate with education and experience.                                                       |

### **FUNCTION OF THE JOB:**

The Tennessee College of Applied Technology Nashville is accepting applications for a full-time instructor for the Industrial Maintenance/Mechatronics Technology Program for Riverbend Maximum Security Institution in Nashville. Under direct supervision of the Correctional Programs Coordinator to perform the duties required as instructor of the Industrial Maintenance/Mechatronics program and to perform related activities as directed. Candidate must pass a background check.

### **DUTIES AND RESPONSIBILITIES:**

- Provide instruction to students in all phases of the Industrial Maintenance Technology program curriculum.
- Must be able to develop and provide theoretical and practical instruction for all phases of the industrial maintenance program to include fundamentals of electricity (Ohm's Law), AC and DC motors, transformers, alternators, wiring methods, conduit bending, service installations, electric motor control, pneumatics, hydraulics, programmable logic controllers, and robotics.
- Candidates should possess a thorough knowledge of the National Electric Code and be proficient in the installation, operation, maintenance and repair of residential and commercial electrical systems.
- Monitor, grade, and evaluate individual students' progress, maintain student records in the college's student records management software, maintain appropriate documentation, and submit timely reports.
- Confer with administration to gain knowledge and better understand changes in policies, procedures, and technologies.
- Formulate teaching outline and determine instructional methods utilizing knowledge of specific training needs and effectiveness of such methods as individualized and group instruction, lecture, demonstration, and conference.
- Maintain good public relations with related industries and an active program advisory committee
- Collaborate with outside agencies and industry to establish work-based education experiences for students.



- Other duties include curriculum development, program accreditation, daily lesson planning, student recruitment and placement, follow-up of program graduates.
- The instructor must be willing to participate in professional development activities and continue education as needed to remain current in the industrial maintenance field.
- Responsible for student placement and assist with student follow-up.
- Cooperate with outside agencies; work with program advisory committees; conduct visits to business and industry; establish and maintain good public relations with the college's general public.
- Participate in professional development and growth annually.
- Perform such other duties as may be assigned by the President and/or Vice President of the college.

**MINIMUM ACCEPTABLE QUALIFICATIONS:**

- Technical degree or diploma from an accredited institution.
- Vocational or Technical School certification, training or apprenticeship in Industrial Maintenance required. Associate degree preferred.
- Master Electrician License.
- Three (3) years of successful recent employment experience in the specialty area to be taught beyond the normal learning period/generally 4 years. Teaching experience preferred.

**GENERAL REQUIREMENTS:**

- Must possess a complete and thorough knowledge of procedures and methods related to teaching.
- Willingness to remain current in the technological changes of the industry.
- Must possess skills and knowledge to teach basic electricity, blueprint reading, electrical codes, circuitry, electrical installation, distribution, hydraulics, programmable controls, industrial robotics and signal systems, and troubleshooting.
- Possess good character, mature attitude, stable personality, and exhibit evidence of potential ability to instruct.
- Requires initiative and cooperation, i.e., to plan and organize work without close supervision; show initiative and perseverance in satisfying student and community needs; ability and possess a desire to interact with other faculty, staff and students.
- Possess good organizational, mathematical, language, writing and communication skills.

**APPLICATION DEADLINE:** Screening of applicants will begin immediately and continue until position is filled.

**SPECIAL INSTRUCTIONS TO APPLICANTS:** Unofficial transcripts are acceptable for the application process. Official transcripts are required upon hire. Applicants may be subject to a background check.



**APPLICATION PROCEDURE:** Interested individuals should submit a cover letter, résumé and TCAT Nashville application via email, fax, or mail to:

Email: [rachel.white@tcatnashville.edu](mailto:rachel.white@tcatnashville.edu)

Fax: 615-425-5582

Tennessee College of Applied Tech - Nashville  
ATTN: Human Resources  
100 White Bridge Road  
Nashville, TN 37209

**Please download this application, fill it out, and save it with your name**

<https://tcatnashville.edu/sites/default/files/media/2025-05/TCAT%20Employment%20Application%20%28Revised%205-2025F%29%201.pdf>

TBR does not discriminate on the basis of race, color, religion, ethnic or national origin, sex, disability, age, status as a covered veteran, or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Melanie Buchanan, Vice President, [melanie.buchanan@tcatnashville.edu](mailto:melanie.buchanan@tcatnashville.edu), 615-425-5570.

**EOE/AA/Title IX/Title VI/ADA Employer “*A Tennessee Board of Regents Institution*”**