Job Description

Prior to developing any instructional material, it is necessary to insure that all the information and practice necessary to perform on the job are included in the course. These steps lead to the systematic development of the performance or training objectives, and begin with the job itself rather than the content.

From the very beginning of the course development process, it is appropriate to adopt a job-oriented point of view so that only the most relevant subject matter and learning activities are built into the course.

The first step, therefore, is to locate, or write, a job description. A job description is a general statement about what a person on the job does, and tells something about the conditions under which he does them. It is NOT a description of what he knows. A job description is generally only a paragraph or two long.

If you cannot locate a job description, write one. Think about doing the job, and list the various tasks that are involved. Also list any special or unusual conditions under which the task is carried out. For example, a description of the plumber's job would probably indicate that he often has to work in confined places and in his customer's houses; a radio announcer has to work under time pressure; and a waiter is expected to be polite to his customers.

One note of caution. It is important to include ALL classes of things that are done on the job, even though they don't relate to the basic skill. If, for example, the job you will be teaching is that of auto mechanic, and if the mechanic on the job is required to fill out certain forms or to do other paper work, include that fact in the job description. If the man on the job is expected to give an occasional guided tour through the work area, include that.

A job description describes the job as it is. . . not as you would like it to be.

The job description is adequate when it contains a comment about each of the kinds of activities a person engages in during his performance of the job, and when it suggests the special or unusual conditions associated with the performance of the job.
**Example 1**

**Job: Machinist**

The machinist is a skilled metal worker who shapes metal or nonmetal parts by using machine and hand tools. He is able to select the proper tools and materials required for each job, and to plan the cutting, bending, etc., and finishing operations in their proper order so that he can complete the finished work according to blueprint or written specifications. He is able to interpret blueprints and read precision measuring instruments. He is able to convert fractional values into decimal equivalents. The machinist is able to set up and operate most types of machine tools. He selects the appropriate machine and cutting tools that will turn raw material into an intricate, precise part.

**Example 2**

**Job: Radio and Television Service Technician**

A radio and television service technician may be required to install, maintain, and service amplitude and frequency modulated home and auto receivers, transistorized radios, monochrome and color television systems, high fidelity amplifiers, and tape recorders. He is able to read circuit diagrams and codes of values and to select component substitutes. The radio and television service technician's work requires meeting the public both in the repair shop and on service calls. In order to service home receivers or equipment, he may be required to drive a car or truck. He must be able to tolerate heights, as antenna installations on rooftops are often an everyday occurrence. A service technician who establishes his own business may need to know how to maintain business records and inventory.

**Example 3**

**Job: Welder**

The welder possesses a great deal of manipulative skill both in the art of welding and in jig preparation. He is skilled in blueprint reading and has some knowledge of metallurgy. He is able to join two pieces of metal to form one precision part by arc, gas, or spot welding. He is able to specify the type of metal that will most likely meet blueprint specifications. Since there are many ways to weld, he is able to select the method that will yield a satisfactory finished product. In addition to understanding the principles of welding, the welder is able to operate sheet metal tools. He is able to shear, brake, and manipulate sheet metal before joining. He is also experienced in silver and lead soldering techniques. In essence, he is able to construct, join, and finish two pieces of metal according to blueprint specifications and to repair broken or perforated members.
Example 4
Job: Landscape Gardener

A landscape gardener has knowledge of lawns, shrubs, annual and perennial flowers, pest and disease control, soil structure, fertility, and other information that enables him to plant and maintain beautiful landscapes. He provides a service in the area of design, selection, and maintenance of most plant life. He possesses fundamental knowledge of the methods of propagation by seeding, grafting, layering, and cutting. He is an expert in taxonomy. He is acquainted with the various plant diseases and physiology. He is able to provide sketches of landscaping design to various clients to meet their specifications. He is often required to supervise nonskilled helpers.

The job requires that he be able to drive a truck, meet customers, and be acquainted with and operate manual equipment. During the offseason, he may be required to participate in tree surgery or other forms of work related to his job. He is often required to keep systematic charts showing planting areas and maintain customer records pertaining to plant maintenance or rotation.

Example 5
Job: X-ray Technician

An X-ray technician X-rays healthy, sick, and disabled people without regard to race, creed, or color. He performs his work either in a hospital, a clinic, a private office, or an industrial environment. He has a working knowledge of human bone structures, X-ray equipment selection and maintenance, film processing, and nursing skills. He must be able to adjust to any situation, whether routine or emergency, and X-ray a patient both quickly and efficiently. He is usually on call twenty-four hours a day. The X-ray technician must be neat in appearance and work habits. Since he deals with the sick and disabled, he must be tolerant and considerate of their condition.
# JOB DESCRIPTION

**JOB TITLE:** ________________________________  
**Date:** ____________________  

**COURSE:** ____________________________________

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