

# HCETA



## Heavy Construction Equipment Training Academy

### HCETA Careers

#### Craft Instructor

Company: Heavy Construction Equipment Training Academy (HCETA)

Location: East Central Alabama

Status: Full Time, Employee(s)

Shift: First Shift

Category: Education, Training, Instruction, Operation, and Certification

Experience: 5 Years or more in Heavy Construction Equipment Operations  
3 Years or more in School / Classroom Instruction

Career Level: Associates Degree / Military Training Equivalent Acceptable  
Military Engineer School / B.N.C.O.C. / A.N.C.O.C. Graduate  
Military E-5 & Above  
Civilian Heavy Equipment Operations Foreman, Supervisor  
**Current-Certified** N.C.C.E.R. Craft Trainer / Master Trainer

## **Job Description:**

Due to the continued need in the Service Industry for Certified Heavy Construction Equipment Craft Instructors, HCETA is actively pursuing Classroom/Field Craft Instructors.

HCETA, located in Phenix City, Alabama, is one of the country's newest educational institutions specializing in the training and certification of students seeking a career as heavy equipment operators.

Future economic job growth projections in this industry indicate a significant demand for skilled certified operators over the next 8-10 years and a current lack of certified operators to meet industry needs. While this surge in job demand is required predominantly by the construction industry, other sectors such as mining, oil, petro-chemical, utilities and manufacturing are also seeking qualified personnel. HCETA will provide the requisite training and certification for its students to fulfill the operator requirements for these industries.

The Instructor position is an ideal opportunity for the Seasoned Equipment Operator / Foreman / Previous Military Section Leader-Supervisor, and Current-Certified NCCER Instructor who is seeking the satisfaction of aiding in the personal development of students, as part of your professional, financial and personal career goals.

### **General Job Descriptions can be summarized as follows:**

- 1. Classroom Instruction:** Craft Instructors in this critical area will administer curriculum per criteria set forth by HCETA incorporating the standards of the National Center for the Construction Education and Research (NCCER.) and the State of Alabama. A 120 Hour (2 week) intense and challenging program of classroom instruction will provide the initial background for students to understand the critical nature of safely operating and general maintenance of heavy equipment. Your past experience in training coupled with experience in the industry will allow for a challenging interactive student/teacher learning environment. This area of instruction is critical in that it is the primary area of exposure to introduce the student to Industry Standards as noted by NCCER.
- 2. Field / Site Instruction:** Classroom craft instructors will also be required to teach in the field as well as their primary position. Craft Instructors in this critical area will also administer by criteria set forth by HCETA, and the NCCER and the State of Alabama. Instructors will be in charge of the daily learning, and training on the Heavy Equipment. Instructors will maintain daily logs of student seat times as well as the Student Certification Process. **All Instructors will be required to instruct in the classroom.**

**Requirements for the position include:**

An Associates Degree is preferred; however, consideration will be given to candidates with the equivalent combination of education, military training experience and industry experience. Operating knowledge of heavy equipment as well as the ability to effectively communicate with peers and teach in a classroom environment is of high importance. Supervisors, Lead Foremen, Superintendents, Section Leaders, will be considered. *Retired or Honorably Discharged military occupation skills in the 62 or current series M.O.S., and the U.S. Army Engineer School Instructors have priority.*

A.N.C.O.C., B.N.C.O.C., Drill Sergeant School, S.M.A., 1SG Academy, Recruiters School, and military personnel who have had experience in leadership positions are encouraged to apply. Dynamic people skills, an energetic attitude, appearance, image, and professionalism are a must. The ability to work a flexible schedule, as some evening, and weekend work is required as part of the schedule.

**In return, H.C.E.T.A. offers:**

A liberal compensation package including a comprehensive benefits plan.

Outstanding career and income potential in an organization that is positioning itself for rapid growth.

**Qualified candidates, please submit your resume to:**

Wesley H. Carter. Academy Director at [wcarter@hceta1.com](mailto:wcarter@hceta1.com)

**Contact information:**

Company: Heavy Construction Equipment Training Academy (HCETA)

Contact: Wesley H. Carter. Academy Director

E-mail: [wcarter@hceta1.com](mailto:wcarter@hceta1.com)

Fax: (334) 448-5422

# Admissions Representative

**Company:** Heavy Construction Equipment Training Academy (HCETA)

**Location:** Phenix City, Alabama.

**Status:** Full Time, Employee.

**Shift:** First Shift.

**Category:** Education, Training, and Sales.

**Experience:** 2+ to 5 Years.

**Career Level:** Experienced (Non-Manager)

**Education Level:** Bachelors/Associates Degree  
Military Recruiter Graduate  
Equivalent Education or Training

## Job Description:

Due to continued need in the Industry for Certified Heavy Construction Equipment Operators, HCETA is actively pursuing an Admissions (Tele-Sales) Representative.

HCETA, located in Phenix City, Alabama, is one of the country's newest educational institutions specializing in the training and certification of students seeking a career as heavy equipment operators.

Future economic job growth projections in this industry indicate a significant demand for skilled certified operators over the next 8-10 years and a current lack of certified operators to meet industry needs. While this surge in job demand is required predominantly by the construction industry, other sectors such as mining, oil, petro-chemical, utilities and manufacturing are also seeking qualified personnel. HCETA will provide the requisite training and certification for its students to fulfill the operator requirements for these industries.

The Admissions Representative position is an ideal opportunity for the sales professional who is seeking the satisfaction of aiding in the personal development of students, as part of his/her sales career goals.

**General Job Descriptions can be summarized as follows:**

1. **Telephone marketing and Interviewing:** The Company provides you with inquiries developed through various media, job fairs, high school recruitment expos, and cold calling sources. Follow up with these contacts will be required to close admission screening and provide financial aid information. The admissions representative will also be expected to supplement his/her leads from sources other than those provided by HCETA.

Each candidate for admissions must be interviewed, and pre-screened using a structured presentation on the quality aspects of HCETA's curriculum along with the benefits of National Certification from the *National Center for Construction Education and Research* (NCCER). (*Affiliated with the University of Florida and Clemson University.*)

2. **Administrative Duties:** Once a successful presentation is conducted, the representative must complete admission application filings for the candidate and provide administrative assistance through the entire enrollment process, up to and including the student's start of active attendance in school.

**Requirements for the position include:**

A Bachelor Degree is preferred; candidates with an equivalent combination of education, experience or training will also be given strong consideration.

Industry experience is not required but is very helpful.

A minimum of two years **SALES** experience is preferred - individuals with **MILITARY RECRUITING** or high school admissions experience will be given additional consideration. Call center, college admissions dept, health club, weight loss, recruitment or financial services experience will also be considered.

A warm, outgoing, engaging and positive telephone personality is required. We are seeking dynamic self-starters with a driven attitude.

**Professional Image a must!**

The ability to work a flexible schedule and weekends may be required.

**In return, HCETA offers:**

A liberal compensation package including a comprehensive benefits plan.

Outstanding career and income potential in an organization that is positioning itself for rapid growth.

**Qualified candidates, please submit your resume to:**

Wesley H. Carter. Academy Director.

**Contact Information:**

**Company: Heavy Construction Equipment Training Academy (HCETA)  
1307 Ninth Ave. Phenix City, AL 36867**

**Contact: Wesley H. Carter. Director**

**E-mail: [wcarter@hceta1.com](mailto:wcarter@hceta1.com)**

**Fax: (334) 448-5422**





