



ADULT EDUCATION PROGRAM PLAN

Knox Technical Center Maintenance Technician

Knox Technical Center

Adult Education

Coordinator: Mike Creighton

740.393.2933, 1114

mcreighton@knoxcc.org

Coordinator Office Hours: 1:00pm-9:00pm

Preferred Method of Contact: phone

308 Martinsburg Road

Mount Vernon, OH 43050

School Phone: 740.393.2933

School Fax: 740.397.1659

Web Site: www.knoxtechnicalcenter.org

School Office Hours: Mon-Thurs 7:30am – 7:00pm

Fri 7:30am – 4:00pm

I. GENERAL INFORMATION

- A. Mission Statement: The mission of the Knox Technical Center is to provide cutting-edge programs that prepare adults with career and lifelong learning skills.
- B. Adult Education Director: Jane Marlow
740.393.2933, ext. 1106
jmarlow@knoxcc.org
- Instructor: Terry Windsor
740.393.2933
twindsor@knoxcc.org
- Instructor:
- C. Disability Accommodations. Any learner needing special accommodation on the basis of any disability must advise the instructor at the beginning of class. All necessary accommodations will be made upon presentation of relevant certification, presented in a timely manner. Learners are also responsible for making contact with the Program Coordinator prior to the start of class. For detailed KCCC Bylaws & Policies pertaining to Reasonable Accommodation, see Section 2260.01-Section 504 – ADA Prohibition Against Discrimination Based on Disability located on the website at www.knoxcc.org.
- D. Equal Opportunity. It is the policy of the Knox County Career Center School District that employment, educational programs, and activities are provided without regard to race, color, national origin, sex or disability. Any learner with a disability should contact the program coordinator. The Board designates the Director as the Title VI, Title IX and Section 504 Coordinator.
- E. Title IV Eligibility. This program has been approved for Title IV funding. Adult learners requesting information about financial assistance should contact Financial Aid Coordinator Sheryl Mickley.



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II. RATIONALE FOR PROGRAM

- Employment of general maintenance and repair workers is projected to grow 6 percent from 2018 to 2028, about as fast as the average for all occupations. Employment may rise as increasing home prices and sales drive demand for remodeling and maintenance work.
- As of August 31, 2020, 295 jobs relating to Maintenance Technician within 50 miles of KCCC were posted on the Ohio Means Jobs website (www.ohiomeansjobs.com).
- According to O-NET, projected growth in the Maintenance Technician field through 2028 is 4% to 6%, with a projected 8000 job openings (www.careerinfonet.org).
- Maintenance Technician is a new program beginning in September 2021 and pending approvals, therefore, no passage rates, certification rates, placement rates are currently available.
- An occupational advisory committee is being formed as of August 2020.

III. PROGRAM DESCRIPTION

The Maintenance Technician program is designed to prepare learners for entry-level industrial and facility maintenance positions. Practical hands-on training in a skills lab allows students to gain experience in basic mechanical, hydraulic, pneumatic, electrical, and process control systems, as well as maintenance welding and piping.

IV. PROGRAM GOALS

- Attend no less than the minimum program hours required
- Demonstrate competency of all requirements of the course
- Demonstrate field knowledge by attaining NIMS certification(s)

V. PROGRAM OUTCOMES

After the completion of the Maintenance Technician Program, a learner will be able to:

- Identify machines and tools, as well as their designs and uses
- Disassemble equipment for maintenance or repair
- Perform routine maintenance on equipment
- Determine when and what kind of maintenance is needed
- Determine if machinery is working properly by watching gauges, dials, or other indicators
- Repair machines or systems using the appropriate tools
- Determine causes of operating errors and determine what to do about it
- Operate cranes, hoists, or other moving or lifting equipment
- Control operations of equipment or systems



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VI. CREDENTIALS

Certification(s) available through the National Institute for Metalworking Skills (NIMS).

VII. TARGET POPULATION

- Any person 18 years of age and older with high school diploma or GED
- Any person interested in a maintenance career and/or career enhancement within a commercial or industrial environment

VIII. PROGRAM MODEL

- A. 640 hours of instruction
 - A. Mondays through Thursdays 5:00 pm – 9:30 pm, with some Fridays
 - B. A blend of theory and hands-on instruction

IX. ASSESSMENT STRATEGIES

- A. Preassessment Skills Review
 - WorkKeys
- B. Throughout Program
 - Individual course testing
 - Hands-on competency skills testing
- C. Graduation
 - Successfully complete 640-hours of directed maintenance technician curriculum

X. EVALUATION PLAN TO DETERMINE PROGRAM EFFECTIVENESS

- Survey of graduates into the maintenance technician industry within six months of graduation to determine employment rate
- Learner evaluation of instructors halfway through program and at end of program
- Learner evaluation of course halfway through program and at end of program
- Meetings with Advisory Committee at least twice a year
- Meetings with Faculty/Instructional Staff on a regular basis

XI. TRAINING PATHWAYS

- C. Before: A career pathway system is a series of connected educational and training programs and support services that prepare and enable individuals, often while they are



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working, to secure a job and advance over time to successively higher levels of education and employment in a specific industry/field. Pathway goals are to increase access, awareness, affordability, resources, and alignment for high school students, adult learners, and the current workforce.

The Knox Technical Center Adult Maintenance Technician program is an entry-level program designed for learners with little to novice experience in the maintenance field, those who already work in the field and wish to enhance their skills, or those who simply wish to enter a maintenance career pathway.

Prior to admission potential learners must have the following:

- High school diploma or GED
 - Completed application form with a \$50 deposit
 - Skills Assessment (WorkKeys)
 - Interview with program coordinator
- B. After: University System of Ohio CT2 plus articulation agreements with higher institutions such as Central Ohio Technical College (COTC) and North Central State College (NCSC) will be pursued.