



IBEW LU 73 / NECA

Inland Empire Electrical Training Trust

3210 East Ferry Avenue – Spokane WA 99202

Phone (509)534-0922 Fax (509)534-1959

Website – www.73jatc.org

TRAINING DIRECTOR

Job Opening Announcement - 2019

The Inland Empire Electrical Training Trust is a 501(c)5 non-profit employer which provides related classroom and on-the-job training to apprentices and journey-level electricians in the electrical construction industry. The Training Center is a registered apprenticeship program with approved standards in Washington State covering the counties of (Adams, Ferry, Lincoln, Pend Oreille, Spokane, Stevens and Whitman) and recognized in the Northern Idaho counties of (Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, and Shoshone).

The board of Trustees is comprised of (4) IBEW and (4) NECA members. Both organizations jointly fund and oversee three specific occupations which include a five-year Inside Wireman program, a 3-year Low Energy/Sound and Communication program, and a 2-year Residential Program. The Training Director is responsible for the daily operations of the Inland Empire Electrical Training Facility and reports to and is accountable to the board.

Applicants should be knowledgeable of DOL and Washington State Labor and Industries Apprenticeship Standards, understand the importance of non-profit ERISA Trusts as applicable to jointly managed funds, and the recruitment efforts as related to state and federal EEO requirements. The Training Director would be responsible for the preparation and maintenance of financial statements, annual audits, budgets, IRS required filings, investments, expenditures, and the monitoring, recording and reporting to the board. Applicants must be able to develop relationships with businesses, the local union, community groups while assisting with the coordination and development of workforce training strategies and responsible for the administration of staff, students and instructors.

The selection process will consist of an evaluation and interview conducted by the Trustees.

Deadline to Apply: March 15th, 2019

Applications can be obtained and submitted with resume and cover letter detailing how you meet the minimum qualifications to:

Training Director Search Committee
Inland Empire Electrical Training Trust
3210 E. Ferry Avenue
Spokane, WA 99202
info@73jatc.org

For a list of minimum qualifications and other information regarding this position, please contact the Training Center or the Union Hall, 509-326-2182.

Minimum Qualifications:

- Knowledge of the electrical construction industry: Inside Wireman, Limited Energy/Sound & Communications and Residential Wireman scopes of work preferred.
- Organizational and leadership skills. Ability to work with and lead a team.
- Ability to multi-task and oversee multiple projects at once.
- Excellent verbal and communication skills are required.
- Minimum (5) years of Journeyman work experience or comparable industry experience is preferred.
- Documented supervisory experience in the electrical industry.
- Teaching experience
- Administrative Experience
- Proficient computer experience including online navigation, data entry and Microsoft Office.
- Valid Driver's License.

Salary and Benefits:

- To be determined according to qualifications. This is a salaried position and includes full medical, dental and vision insurance, NEBF Pension and local retirement plan. This is a salaried position. Candidates must be willing to work evenings and some Saturdays. A company vehicle is included for business related needs.

Administrative Duties:

- Supervise, monitor and communicate with Trust employees:
 - Office Manager, (2) full time instructors and (3) part time instructors.
- Provide for periodic review of policies and procedures and approved standards.
- Implement and monitor disciplinary action for consistency.
- Maintain communications with IBEW Local Union 73, NECA, Electrical Training Alliance, electrical contractors, journey level electricians, apprentices, applicants and state/national agencies as required.
- Recommend changes to committee for final approval before implementation.

IBEW-NECA Committee:

- Attend all meetings as approved and required by the JATC.
- Report on training and administrative matters to the JATC and Trustees.
- Prepare all documents for committee meetings including agendas and minutes.
- Maintain current record of JATC members and Board of Trustees.
- Maintain equal communication with Business Manager and Chapter Manager.
- Acquire completion certificates from Washington State L&I and the ALLIANCE.
- Attend training institutes, conferences and educational seminars as needed.
- Partner with the Inland Empire Board of Trustees to oversee program policies, financial responsibilities and apprentice disciplinary issues:
 - Monthly meetings with Trustees to review all financial activity, apprentice issues, apprentice upgrades and policies.

Program Administration:

- Supervise, train, schedule, manage and evaluate all staff.
- Provide the certification training needed for part-time instructors.
- Recruit new staff as directed by the committee.
- Organize and oversee all office functions.
- Ensure availability and presence at the JATC office.
- Maintain all required and approved insurance policies.
- Organize and maintain data and paper filing systems.
- Make recommendations for instructor selection to the committee.
- Handle all human resource issues.
- Maintain the records of all applicants and selected apprentices.
- Maintain Trust vehicle, including insurance.
- Facilitate acquisition of all books, materials and training needs for apprentices and journeyman training.
- Coordinate with the Department of Labor and Industries, Apprenticeship Section, to insure adherence to all State guidelines regarding Apprenticeship Standards.
- Monitor apprentice disciplinary action and updates.
- Substantial travel requirements
- Coordinate annual completion ceremony

Financial Management:

- Arrange for and maintain up-to-date policies for the JATC, including Fiduciary, Accident, General Liability, Bonding, Workers Compensation, Property, Auto and Directors and Officers Insurance.
- Work with accountant/auditor in administrating and annual audits of the Trust funds.
- Invest surplus funds from the Training Trust.
- Prepare a yearly budget to be approved by the Trustees.
- Conduct all banking, including credit card management, bill approval, checks and transfers.

Apprenticeship Application and Selection Process:

- Oversee all applications for apprenticeship as per JATC policy.
- Verify qualifications on applicants.
- Advertise and disseminate information for the application window each year.
- Schedule aptitude tests and interviews for applicants.
- Create and maintain a current listing of ranked applicants on the eligibility list.
- Arrange for registering new apprentices as directed by the JATC.
- Schedule pre-employment testing as required.
- Register all new apprentices with the State.
- Conduct the orientation and registration process for all new apprentices.

Apprentice On-the-Job Training Assignments:

- Maintain an out-of-work list for apprentices.
- Assign apprentices to contractors and monitor progress.
- Review and maintain each apprentice's OJT training hours.
- Counsel apprentices experiencing difficulties on a job assignment.
- Visit job sites as needed.
- Rotate apprentices for diversification of training.
- Obtain on-the-job evaluations of apprentices.
- Investigate any problems between an apprentice, co-workers and/or the contractor.
- Investigate any report of discrimination or harassment.
- Assure compliance of all apprenticeship standards.

Apprentice Related Training:

- Build a yearly school schedule for the JATC to approve.
- Maintain all records of apprenticeship attendance and academic performance.
- Arrange for instructor training and certification of instructors as needed.
- Oversee the development and implementation of all apprenticeship curriculum.
- Investigate any classroom related complaints.
- Order all text books and related training materials as needed.
- Oversee additional lab related training materials and supplies as needed.
- Monitor instructor performance and consult with committee as required.
- Oversee scheduling classroom facilities and maintenance.
- Substitute for instructors when necessary.
- Implement additional training such as boot-camp, pre-apprenticeship, craft certification, etc. as directed by JATC.

Journeyman Training:

- Schedule and conduct ongoing CEU classes for journey-level workers.
- Provide completion certifications as necessary.
- Maintain records on journey-level workers taking classes for licensing renewals.
- Arrange for any identified specialty training for workers as directed by the JATC.
- Obtain training aids and demonstration equipment as approved by the JATC.
- Arrange for classroom space in remote locations when needed.