



# LU 112-NECA Electrical JATC

8340 West Gage Boulevard – Kennewick WA 99336  
Phone 509.783.0589 Fax 509.783.6721

## TRAINING DIRECTOR

### Job Opening Announcement

November - 2018

The LU112-NECA Electrical JATC / Training Trust is a 501(c)5 non-profit employer which provides related and on-the-job training to apprentices and journey-level electricians in the electrical construction field. The Training Center is a registered electrical construction industry apprenticeship program with approved standards in Washington State covering counties in both South Eastern Washington (Asotin, Benton, Columbia, Franklin, Garfield, Walla Walla, Yakima and Kittitas) and North Eastern Oregon (Baker, Gilliam, Grant, Morrow, Umatilla, Union, Wallowa and Wheeler).

The International Brotherhood of Electrical Workers (IBEW) and the National Electrical Contractors Association (NECA) fund and oversee the apprenticeship program. A board of Trustees comprised of (4) IBEW and (4) NECA members oversee the Training Director and all operations of the JATC. The Training Director reports to and is accountable to the Committee.

Applicants should be knowledgeable of DOL and Washington State Labor and Industries Apprenticeship Standards and understand the importance of non-profit ERISA Trusts, applicable to jointly managed Trust funds. As a Trust Fund Administrator, the Training Director would be responsible for the preparation and maintenance of financial statements, annual audits, budgets, IRS required filings, investments and expenditures. Accurate monitoring, recording and reporting all activities of the local training trust funds is imperative.

The selection process will consist of an evaluation and interview conducted by the JATC Committee. **Applications** will be accepted on or before **November 2, 2018**. Submit resume and cover letter detailing how you meet the minimum qualifications to:

Training Director Search Committee c/o Dennis Williamson  
LU 112-NECA Electrical JATC  
8340 West Gage Boulevard  
Kennewick, WA 99336  
[d.williamson@jatc112.org](mailto:d.williamson@jatc112.org)

Our web site is: [www.jatc112.org](http://www.jatc112.org)

### **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 LU 112-NECA employees:
  - Office Manager, (3) full time instructors and (6) 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 112, 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 LU112-NECA JATC 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 uprates 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 uprates.
- 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 administering 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.
- Obtain and maintain certification for craft certification purposes.

### **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.