

PLUMBERS & PIPEFITTERS LOCAL 357 APPRENTICESHIP & TRAINING

EMPLOYMENT OPPORTUNITY

Position Available: Training Director / Coordinator

Location: 11847 Shaver Road, Schoolcraft, MI 49087

Desirable Qualifications:

The selected individual should possess extensive knowledge of the Plumbing, Pipefitting and HVAC Service Industries, along with a foundational understanding of related apprenticeship programs. Candidates will need at least 7 years' experience as a Journeyworker Plumber/Pipefitter/Service Tech with time spent as a supervisor.

Applicants should have a working knowledge of the US Department of Labor and State of Michigan Bureau of Apprenticeship Standards statutory language, administrative rules, and regulations regarding the administration and governance of apprenticeship programs. Knowledge of non-profit trust fund administration and laws applicable to Jointly Managed Training Trust Funds (e.g., ERISA, IRS, and DOL regulations) is required.

The ideal candidate is a detail-oriented, self-motivated professional with strong time management and organizational skills. You must be able to work collaboratively with labor, management, governmental, educational, and community representatives. Clear written and verbal communication skills are essential, as is proficiency in computer software and multimedia formats.

Job Description:

REPORTING RELATIONSHIPS

The training coordinator is accountable to the Joint Apprenticeship Training Committee (J.A.T.C.) for the success of the training center.

The following positions report to the training coordinator:

- The assistant training administrator.
- The full-time instructors
- The part-time/night instructors

AUTHORITY

- Has the authority to make purchases of equipment, material, operating supplies, and professional service agreements (other than for capital improvements).
- Has the authority to develop, establish, and approve standard operating policies and procedures to present to the J.A.T.C.
- Has the authority to recommend to the JATC Committee the suspension or expulsion of apprentices after exceeding their points total under SEPS.

RESPONSIBILITIES

The training coordinator is responsible for the following planning activities:

- Preparation of the annual school year calendar, including establishing objectives and strategies.
- Preparation of annual vendor training associated with school period relativeness.
- Defining, establishing, and maintaining the corporate relationships necessary for the successful operation of the training center.
- Establishing and maintaining objectives for personnel job related growth and development.
- Preparing and organizing every 3-year Plumbing Code update classes.

The training coordinator is responsible for the following organizing activities:

- Scheduling an annual review of the organizational structure of the training to ensure that operating objectives are achieved.
- Ensuring that all positions in the training department have a job description, which has been reviewed and updated, if necessary, within the last year.
- Development, implementation, and maintenance of all corporate policies and procedures. This includes documenting and disseminating these policies and procedures to the appropriate personnel.

The training coordinator is responsible for the following management activities:

- Ensuring the maintenance of all financial records and for the adequate protection and control of all training center assets.
- Ensuring the training center's compliance with all applicable federal, state, and local laws and labor agreements.
- Ensuring the application and screening process complies with the application and selection procedures of the J.A.T.C. and the state and federal government.
- Ensuring the establishment of training and development programs that provides the needed and required training for apprentices and journeymen and provides the community with a pool of qualified individuals to fill future openings.
- Ensuring the proper administration, recording, and reporting of all apprenticeship records.
- Establishing and maintaining a system of quality and productivity standards and inspections to comply with these standards.
- Ensuring that all activities within the scope of normal business operations are consistent with and directed toward accomplishing the training center's mission.

- Establishing and maintaining a system to review industry specific material for new and innovative techniques that will improve or enhance the training center's operations.
- Serving as Equal Opportunity Officer
- Serving as School Certifying Official (S.C.O.) for veteran's G.I. Educational Benefits.

The training coordinator is responsible for the following communication activities:

- Establishing and maintaining a system of communication that disseminates policies and procedures and other relevant information to all employees.
- Establish and maintain communication and active interaction with the J.A.T.C., other industry organizations, and outside groups.

The training coordinator is responsible for leading and supporting the following motivational activities:

- Maintaining a work environment that safeguards and ensures all employees' health, safety, and welfare.
- Establishing and maintaining staffing levels that ensure the quality and quantity of work will meet or exceed established training department standards.
- Establishing and maintaining training and development programs for training center employees that enable them to advance their skills and qualifications and assists in filling future openings within the organization.
- Establishing and maintaining the employee performance evaluation process as a feedback and training tool and as part of the communication process, wherein management learns how well employees are moving toward goal attainment, and employees learn what those goals are.

DUTIES

The training coordinator performs the following planning duties:

- Oversees preparation of the annual business plan, with personal involvement in establishing objectives and strategies.
- Reviews and revises personnel job-related objectives and evaluates their achievement.

The training coordinator performs the following organizational duties:

- Reviews and approves all training center policies and procedures to ensure compliance with goals and objectives approved by the J.A.T.C.
- Maintain all apprentice and journeyman training records

The training coordinator performs the following managing duties:

- Periodically reviews all financial records and audits Training Center assets. Takes corrective measures to ensure sufficient control and protection over company assets.

- Actively applies for training grants through the organization, state, or federal when available.
- Maintains current knowledge of the state and federal government rules and regulations of the training center's activities and personally observes compliance with these requirements.
- Reviews training records, timecards, OJT information, and other correspondence and J.A.T.C. mandated actions for accuracy, completeness, and timeliness.
- Enforces and maintains the S.E.P.S. policy and accumulated points within the apprenticeship.
- Reviews and approves all operating reports to ensure compliance with established company policy, goals, and objectives.
- Participates or appoints the appropriate personnel to represent the training center at industry-associated functions and events.
- Regularly reviews selected sources for new and innovative techniques in the pipe trades and HVACR fields.
- The training coordinator will take the necessary steps to investigate conduct violating the anti-harassment & anti-discrimination policies.
- Be present for events day and/or evening scheduled at/for the training center. Events include but are not limited to Sportsman's Alliance Dinner, union meetings, political gatherings, and organizing campaigns.

The Training Coordinator performs the following communication duties:

- Chairs meetings for all management personnel to disseminate information and solicit feedback regarding current and future training department operations.
- Personally, reviews and approves all written communication of company policy and procedures to ensure its appropriateness and delivery.
- Attends regular J.A.T.C. meetings and other sub-committee meetings as required. Creates meeting agendas, submits operational reports on the overall activities of the training center and presents items requiring approval.
- Interfaces with industry groups, including Plumbers, Pipefitters, and Service Techs. Local 357, the signatory contractors of Local 357, and members of the J.A.T.C. provide an open flow of information to all parties in the industry.
- Provides announcements to the industry and the community regarding apprenticeship applications.
- Participate in trade shows, career fairs, outreach programs, and other recruiting initiative events to promote the services and results of the Local 357 Training Department.

- Schedules apprentices to appear before the J.A.T.C. for unsatisfactory performance as required.
- Inform J.A.T.C. of D.O.L. apprenticeship updates and recommend staying current with federal policy changes.
- Provides program orientation to all new apprentices.
- Schedules all related training classes for the year.
- Maintains all on-the-job training, performance evaluations, and other related training records.
- Reviews each apprentice's performance evaluation reports and record necessary S.E.P.S. violations regarding adverse reports.
- Provides advice and recommends counseling as needed.
- Coordinates corrective actions with apprentices that don't meet minimum requirements for graduation.
- Gives monthly coordinator reports on behalf of the J.A.T.C. at the local union meetings.
- Assists in local union marketing initiatives by offering tours of the training center to industry user groups.
- Encourages contractor participation in the training of apprentices and activities of the J.A.T.C.
- Makes available all training resources as needed for contractors that aren't site-specific.
- Provides proof of participation in a Federally Registered Apprenticeship Program when needed.

COMPENSATION & BENEFITS

- **Competitive salary aligned with UA leadership roles:**
 - o 20% above Journeyman rate.
 - o Based on 44 hours per week.
- **Health, pension, and retirement benefits (per UA agreement):**
 - o Local 357 Benefits package in addition to the UA Officers Pension.
 - o Two weeks paid vacation.
- **Professional development and training opportunities:**
 - o Will be required to attend Instructor Training Program towards completion of certification for training coordinator.
 - o Two weeks paid training.