

TRAINING DIRECTOR JATC

Job Title: Training Director

Date: March 1, 2021

Salary: Salary commensurate with experience, education, and qualifications

Job-Type: Full-time Exempt

Location: Training Facility - Toledo 803 Lime City Rd., Rossford, OH

Job Summary

The Trustees of the Toledo Electrical Joint Apprenticeship and Training Committee (“TEJATC”) announce an opening for a full-time Training Director.

This position will work in close collaboration with the Administrative Training Director. The position will be responsible for administering the training office, administering the training program, promoting the apprenticeship, administering the selection of new apprentices, providing apprentices with on-the-job training opportunities, and insuring that apprentices and journeymen are provided with the highest level of classroom training. The position is expected to support relations with TEJATC board members, the local NECA chapter, contractors, union, apprentice candidates, and the community at-large.

Essential Functions/Responsibilities Include

I. Administer the Training Office and Program

- Supervise office staff and direct office functions for maximum efficiency;
- Maintain and secure all records;
- Maintain confidentiality as required;
- Purchase and maintain supplies and equipment;
- Attend training, conferences, and seminars related to the duties of the training director;

II. Maintain Financial Records

- Maintain all financial and account information;
- Prepare financial reports as required;
- Work with accountants in administering and auditing TEJATC funds;
- File tax reports as required;
- Pay bills;
- Seek additional funding for the TEJATC through state or other resources;

III. Recruit New Apprentices and TEJATC Public Relations

- Respond to correspondence to TEJATC;
- Prepare written materials for recruitment;

- Represent TEJATC at career days at high schools and area job fairs;
- Prepare and give presentations to community groups;
- Prepare and place advertisements about the apprenticeship program;

IV. Select New Apprentices for the Program

- Answer inquiries from apprenticeship candidates;
- Take applications and verify qualifications of applicants;
- Prepare lists of qualified applicants to be interviewed;
- Schedule interviews;
- Tabulate interview results, rank selected qualified applicants, and maintain qualified eligibility pool per applicable law and selection process;
- Notify successful applicants and prepare all paperwork to indenture them;
- Schedule any pre-employment testing and/or physicals;
- Meet with all new apprentices and review program and policies;

V. Provide Apprentices with On-the-Job Training

- Assign apprentices to contractors;
- Maintain and review apprentices on-the-job training hours;
- Monitor and review apprentice performance;
- Visit apprentices on the job;
- Rotate apprentices as needed to allow exposure to different kinds of work;
- Investigate any reports of problems between apprentice and co-workers and/or the contractor;

VI. Provide and Supervising Classroom Training

- Schedule classes;
- Order and/or obtain class materials, books, and equipment;
- Register apprentices for classes;
- Monitor and maintain records of apprentice attendance;
- Maintain classroom facilities;
- Hire instructors with approval of TEJATC;
- Monitor and assess instructor performance;
- Investigate any complaints about instructors;
- Discipline or terminate instructors as necessary;
- Arrange for college credit for apprentices;

VII. Work with TEJATC Committee

- Maintain confidentiality of TEJATC records;
- Prepare correspondence for the Committee;
- Attend Committee meetings;
- Prepare agendas for Committee meetings;
- Prepare Committee meeting minutes;
- Provide Committee members with financial reports;
- Present Committee members with any issues with apprentices requiring their attention;

VIII. Work with IBEW Local 8

- Consult with business manager as needed;
- Notify the Union about the names of newly selected apprentices;
- Notify the Union about any job placement, advancements, or suspensions of apprentices;

IX. Work with NECA and Contractors

- Consult with NECA manager as needed;
- Notify contractors of upcoming journeymen classes;

X. Provide Classes for Journeymen

- Provide journeyman training classes with approval of TEJATC;
- Publicize the classes with the Local 8 and Contractors;
- Provide instructors for classes;
- Obtain course payments and/or process any applicable grants;
- Obtain and provide course completion certificates,

Qualifications

Desired Qualifications:

I. Education/Training

- Post secondary education in education administration, business administration, management, or related field

II. Experience

- At least 3 years experience in electrical industry
- At least 2 years administrative experience in education;
- At least 2 years in program coordination, administration, or management;
- At least 2 years with staff management/supervision;
- Prefer experience in curriculum development and academic administration

III. Knowledge

- Knowledge of electrical construction industry.
- Knowledge of educational administration.
- Knowledge of government regulations, and procedures governing apprenticeship;
- Knowledge of standards for the training program;
- Knowledge of accounting and bookkeeping principles and practices;

IV. Skills/Abilities

- Organizational and time management skills;
- Ability to communicate clearly, concisely, and appropriately in written and verbal form;
- Ability to handle and maintain confidential communications and material;
- Ability to prepare and manage budgets;
- Ability to identify grant opportunities relevant to TEJATC and prepare grant applications;
- Proficient use of e-mail, word processing, spreadsheet, database, and presentation software and be able to electronically access data, maintain records, generate reports, and communicate with others;
- Ability to interact in a professional, courteous, and effective manner with a diverse community.

Other Requirements

- Must have a valid driver's license;
- Must be willing to travel as needed to attend meetings, job fairs, seminars, and conferences;

- Must be willing to submit to, and pass, a pre-employment background check and drug screening.

Application Information

To be considered for this position, interested applicants must include:

1. A letter of interest that addresses specifically how your experience and qualifications meet the duties and desired qualifications of this position;
2. A current resume;
3. The names, addresses, telephone numbers, and e-mail addresses of five current references – please include your professional relationship with each reference you provide; and
4. An unofficial transcript of all college level course work.

Applications may be emailed to: searchcommittee@tejatc.org or mailed to:

Toledo Electrical Joint Apprenticeship & Training Committee
Search Committee
803 Lime City Road
Rossford, OH 43460

All candidate names will remain confidential, except for those individuals interviewed on campus. Candidates selected for on campus interviews must be willing to submit to pre-employment assessments and authorize and pass a background investigation. Applications will be reviewed on a rolling basis until the position is filled. The anticipated start date is as soon as possible.

Please note that the job functions/responsibilities/desired qualifications/requirements set out above are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. For additional information about TEJATC please visit:
<http://www.tejatc.org>

EEOC Statement

TEJATC is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, genetic information, or any other characteristic protected by law.