

# Boilermakers Local 85

## Joint Training and Educational Trust Fund

**Title:** Training Center Coordinator  
For the Boilermakers Local 85 Joint Training and Educational Trust Fund (JTETF)

### Minimum Qualifications:

1. Graduate of the Boilermakers Local 85 Apprenticeship Program
2. A minimum of 10 years of field boilermaker work experience
3. Familiarity with construction and boilermaker safety standards
4. Familiarity with boilermaker construction activities
5. Knowledgeable of construction training tools and processes
6. Familiarity with use of word processing and spreadsheet programs preferred

**Reports to:** Board of Trustees of Boilermakers Local 85 Joint Training and Educational Trust Fund  
Local 85 Business Manager for day-to-day reporting and coordination

**Work Location:** Harlie "Red" Rucker Training Center  
319 Glenwood Road, Rossford Ohio 43460

**Work Hours:** Classes are generally taught in the evenings with some classes during the day. Training Coordinator will need to have flexibility to work days and/or evenings to set up for, monitor, or conduct training. The Coordinator is expected to work forty (40) hours per week.

**This is a salaried position with no paid overtime.**

**Travel:** Limited overnight travel is expected for attendance at GLABAC meetings, other training facilities, instructor training events and apprentice competitions.

### Key Responsibilities and Duties:

#### 1) Skills Development

Coordinate development of curriculum and resources to deliver the training apprentices and journeymen need to be safe and successful as Boilermakers in the future.

Serve as a member of the training and development committee.

Serve as an instructor for elements of the curriculum.

Serve as the lead instructor for the skills needed to become a successful boilermaker journeyman. Incorporate the 48 study lessons from the national apprenticeship program into a standard curriculum all instructors can use. Conduct journeyman upgrade classes as needed. Identify areas of the current apprentice program that could be improved upon.

Help identify and maintain the resources needed to properly train and educate apprentices and journeymen.

Develop a sense of what is going on with each apprentice and other instructors and communicate this information to the Board of Trustees.

#### 2) Facility and Equipment

Manage the facility and equipment for cleanliness, maintenance, repair and replacement to assure it is adequate for the purposes of the JTETF.

Organize and maintain the Training Center and its equipment/tools. Notify Board of Trustees of equipment or the facility that is in need of repair that cannot be fixed by Training Center Coordinator.

Maintain inventory of consumable supplies in shop and keep them in adequate quantities.

### 3) Administrative and Managerial

Assure safe use of facilities and equipment.

Manage the creation and filing of reports in compliance with government regulations, Great Lakes Area Boilermakers Apprentices Program (GLABAP) requirements, and the trustees.

Schedule and coordinate training classes and instructors for boilermaker apprentices and journeymen upgrades.

Supervise training staff (part time) and office staff. Define roles and expectations for instructors and assure quality of training delivery. Assure that instructors are qualified to teach the curriculum.

Assist the accounting staff with the generation of financial reports and financial records. Assist the accounting staff with collecting funds from participating employers, GLABAC and other grant providers.

Assist the accounting staff with managing the budget and finances of the training fund.

Perform any other duties as requested by the Board of Trustees.

### 4) Recruitment and Retention

Assist the Great Lakes Apprenticeship Board in the recruiting, indenturing, monitoring management and discipline of apprentices.

Promote the Boilermaker Apprenticeship Program at community outreach events.

Maintain the "pulse" of what is going on with each of the apprentices and instructors to assure we are achieving the goals of the training fund.

Have self-initiative to assist as needed and perform all duties assigned by the Board of Trustees.

**How to Apply:** In order to apply, you should submit a cover letter and resume detailing your previous experience. Your cover letter and resume **should include an email address at which you may be reached.** The cover letter and resume should be mailed via regular mail to P.O. Box 35, Rossford, Ohio 43460. **The deadline for submission of applications is June 25, 2018. Applications received after that date will not be considered.**

The Boilermakers Local 85 Joint Training and Educational Trust Fund is an equal opportunity employer. The Boilermakers Local 85 Joint Training and Educational Trust Fund will not discriminate against employment applicants based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older.