

1.0 INTRODUCTION:

1.01 The purpose of this Standard Procedure is to outline the authority, responsibilities, duties, requirements, reporting relationships and measures of performance of the Training Coordinator for Pipe Fitters' Local Union 533.

2.0 BASIC FUNCTION:

2.01 The basic function of the Training Coordinator is to provide direction and coordinate operation of the Pipefitter's Training Center to achieve Joint Apprenticeship Training Committee (JATC) objectives regarding training and/or continuing education of pipe fitter apprentices, journeymen and tradesmen for the betterment of the pipefitting industry.

2.02.1 The Training Coordinator is responsible for assisting and supporting the Assistant Training Coordinator

3.0 REPORTING RELATIONSHIPS:

3.01 Reports to JATC

3.02 Supervises: Assistant training Coordinator, Instructors, Students and Staff

4.0 REQUIREMENTS

4.01 Education:
Journeyman pipe fitter in good standing
Graduate UA instructor's school

4.02 Licensing/Registration/Certification Required:
Valid Drivers License
Drug Abuse Policy compliance
UA Star certification

4.03 Experience Required:
Proven LU 533 teaching experience
Proven supervisory capabilities

4.04 Skills, Knowledge and Abilities:

This person must have the ability to effectively manage, motivate and train teachers, students, and staff. The job requires strong organizational capabilities; must be a competent initiator and administrator of policies and procedures with the desire and relevant skills to help monitor and control all Pipe Fitter Training Center activities.

This person must have the ability to communicate verbally and in writing. He/she must be able to accomplish goals and objectives through effective delegation of authority and the management of personnel. He/she must be a positive motivator and an effective coach and trainer.

This person must be knowledgeable of the procedures, methods and government rules and regulations for all activities of the Pipe Fitters' Training Center.

4.05 PHYSICAL REQUIREMENTS:

Body Positions: Sitting, walking and standing most of the day.

Body Movements: No limitations to turning head and torso; bending, grasping and flexing arms, wrists, hands and fingers; reach or stoop, bend; ability to easily move around the Training Center in order to manage the school.

Body Senses: Use of vision and hearing to operate office equipment, prepare and analyze reports and for communication with instructors, students, staff and JATC.

4.06 MENTAL REQUIREMENTS:

Mathematics: Must be able to calculate costs and prepare budgets, summarize financial reports using basic arithmetic, recognizing trends and mathematical relationships.

Computers: Must understand and use computer software and office systems

Language: Must be able to communicate information to instructors, students, staff and JATC and other concerned parties in accurate and concise manner, verbally and in writing.

4.07 WORKING CONDITIONS:

Portion of work will be performed in a climate controlled environment. Portion of work will be outside in all weather conditions. Sometimes may involve walking or standing for extended periods of time. Will be in conditions which are noisy, dirty, around operating equipment, exposed to fumes. Must be available to work long hours, including weeks and evenings depending on work load.

5.0 AUTHORITIES, DUTIES & RESPONSIBILITIES

The authorities, duties and responsibilities of the Training Coordinator/Administrator include but are not limited to the following:

- 5.01 To review qualifications, interview, hire and coach instructors and staff.
- 5.02 To assign classes and schedules.
- 5.03 To review classes and establish needs.
- 5.04 To review material and support equipment.
- 5.05 To assign students to classes.
- 5.06 To maintain personnel files (both confidential and open), grade records, and attendance and work records.
- 5.07 To study, comprehend and complete required Government and UA forms and records.
- 5.08 To prepare and distribute applications.
- 5.09 To generally oversee and to maintain order in the school.
- 5.10 To oversee maintenance, custodial services and upkeep of both buildings.
- 5.11 To oversee and maintain school and building supplies.
- 5.12 To handle emergency calls and situations as required.
- 5.13 To maintain contact with national and local apprentice programs, local schools, and trade and education centers.
- 5.14 To communicate with contractor and construction organizations.
- 5.15 To prepare an annual budget for presentation to the JATC and to make payments in accordance with that budget.
- 5.16 To seek out and review grants available to the Pipe Fitters' Training Center.

- 5.17 To report the Training Center finances to the JATC.
- 5.18 To seek opportunities to provide continuing education opportunities for the Assistant Training Coordinator and instructors.
- 5.19 To provide job descriptions of the instructors and staff and to conduct, at a minimum, annual formal performance reviews where goals and expectations are established and measured.
- 5.20 To terminate instructors and staff not meeting goals or expectations.
- 5.21 To act as a representative of the Training Center at community and industry activities.
- 5.22 To work with and support the Assistant Training Coordinator in harmonious partnership to promote construction education in like fashion as service education.
- 5.23 Collaboration with Plumbers Local 8 Training Director to resolve issues and pursue training ideas for approval by the JATC in the best interest of the industry.

6.0 MEASURES OF PERFORMANCE

- 6.01 The Pipe Fitters' Training Center functions productively and efficiently with a focus and commitment directed at producing well/better trained and motivated journeyman pipe fitters.
- 6.02 The direction provided by the JATC is carried out.
- 6.03 Each of the authorities, duties and responsibilities outlined in section 5.0 are handled in an efficient manner.
- 6.04 The Training Coordinator performs his job functions with little direct supervision required by the JATC.

The Pipe Fitters Local 533 Education Training Fund is an Equal Opportunity Employer. The Fund does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.