

ETASV TRAINING DIRECTOR

Job Opening Announcement

The IBEW LU 332-NECA Electrical Training Alliance of Silicon Valley / Training Trust (ETASV) is a 501(c)(3) tax exempt employer which provides related and on-the-job training to electrical apprentices and journey-level electricians in the electrical construction field. The ETASV is a registered electrical construction industry apprenticeship program with approved standards in California covering Santa Clara County.

The ETASV is a multiemployer training benefit trust under the Employee Retirement Income Security Act ("ERISA"). It is funded by employer contributions under collective bargaining agreements between the International Brotherhood of Electrical Workers (IBEW) and the National Electrical Contractors Association (NECA) A Board of Trustees comprised of (4) IBEW and (4) NECA members oversee the Training Director and all operations of ETASV. The Training Director reports to and is accountable to the Board of Trustees.

Applicants should be knowledgeable of DOL and California State Labor and Industries Apprenticeship Standards and understand the importance of non-profit ERISA Trusts, and the legal framework applicable to jointly managed Trust funds.

As a Trust Fund Administrator, the Training Director is 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 ETASV Committee. **Applications** will be accepted on or before **March 20, 2023**. Submit resume and cover letter detailing how you meet the minimum qualifications to:

Training Director Search Committee c/o Jared Gamble IBEW LU 332-NECA Electrical Training Alliance of Silicon Valley
1873 Barber Lane
Milpitas, CA 95137 jobinfo@etasv.org

Our web site is: <https://www.etasv.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/Management Experience.
- Knowledge of workplace harassment laws and procedures.
- Skill in problem solving and providing timely solutions.
- Treat office staff, instructors, and apprentices with a non-bias
- Proficient computer experience including online navigation, data entry and Microsoft Office.
- Valid Driver's License.

Salary and Benefits:

To be determined according to qualifications (See Pay Scale). This is a salaried position and includes full medical, dental and vision insurance, NEBF Pension and local retirement plan. Employment is at-will. Candidates must be willing to work evenings and Saturdays. A company vehicle is included for business related needs.

Administrative Duties:

- Supervise, monitor, and communicate with ETASV employees:
 - Apprentice Coordinator, Office Manager, Administrative Staff, Full time, and Part time instructors.
- Provide for periodic review of policies and procedures and approved standards.
- Implement and monitor disciplinary action for consistency.
- Maintain communications with ETASV, electrical contractors, journey level electricians, apprentices, applicants and state/national agencies as required.
- Recommend changes to Board of Trustees for final approval before implementation.

ETASV Board of Trustees and Committee:

- Attend all meetings as approved and required by the ETASV.
- Report on training and administrative matters to the ETASV Committee and Trustees.
- Prepare all documents for committee meetings including agendas and minutes.
- Maintain current record of ETASV members and Board of Trustees.
- Maintain equal communication with Business Manager and Chapter Manager.
- Acquire completion certificates from California DIR and the ELECTRICAL TRAINNING ALLIANCE.
- Attend training institutes, conferences and educational seminars as needed.
- Work with the ETASV Board of Trustees to oversee program policies, financial responsibilities and apprentice disciplinary issues.
- Monthly meetings with Trustees to review all financial activity, apprentice disciplinary issues, leaves of absence, rules and regulations, school policy.

Program Administration:

- Supervise, train, schedule, manage and evaluate all staff.
- Provide the certification training needed for part-time instructors.
- Recruit new staff as needed or directed by the committee.
- Organize and oversee all office functions.
- Ensure availability and presence at ETASV.
- 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.
- Oversee Network IT.
- 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, Local Education Authority and Industries, Apprenticeship Section, to insure adherence to all State guidelines regarding Apprenticeship Standards.
- Monitor apprentice disciplinary action.
- Substantial travel requirements.
- Attend Public Outreach and Job fairs to promote program.
- Coordinate annual completion ceremony.
- Any other duties/tasks requested by trustees.

Financial Management:

- Arrange for and maintain up-to-date insurance policies for ETASV, 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.
- Manage Montoya funds, Employment Training Panel grants, other grant funding.
- 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 ETASV policy.
- Verify qualifications on applicants.
- Advertise and disseminate information for the application process 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 ETASV Committee.
- Schedule pre-employment testing as required.
- Register all new apprentices with the State.
- Conduct the orientation and registration process for all new apprentices.

Supervision of the Apprentice Coordinator:

- 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 ETASV committee 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 textbooks 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 ETASV committee.
- Obtain training aids and demonstration equipment as approved by ETASV committee.
- Arrange for classroom space in remote locations when needed.

Pay Scale: \$193,000 - \$230,000 (To be determined according to qualifications)