

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 Assistant Training Coordinator for the Pipefitters Local Union 533.

2.0 BASIC FUNCTION:

2.01 The basic function of the Assistant Training Coordinator is to assist in the direction and coordination for the operation of the Pipefitters Training Center to achieve Joint Apprenticeship Training Committee (JATC) objectives through guidance of the Training Coordinator regarding training and/or continuing education of pipefitter apprentices, journeymen and tradesman for the betterment of the pipefitting industry.

2.02 The Assistant Training Coordinator is responsible for assisting and supporting the Training Coordinator.

3.0 REPORTING RELATIONSHIPS

3.01 Reports to the JATC and Training Coordinator

3.02 Supervises: Instructors, students, and staff through the guidance of the Training Coordinator

4.0 REQUIREMENTS

4.01 Education: Journeyman pipefitter in good standing and Graduate of UA instructor's school/or will complete UA Instructor degree as soon as possible.

4.02 Licensing/Registration/Certification

Required:	Valid Drivers License Drug Abuse Policy compliance
Recommended:	ATR Certification UA Welder's certification UA Star certification

4.03 Experience Required: Pipe Fitters Local 533 teaching experience  
Proven supervisory capabilities

4.04 Skills, Knowledge and Abilities:

This person must have the ability to effectively lead, manage, motivate, and train teachers, students, and staff. The job requires strong communication skills, above

average organizational capabilities and diplomacy; must be a competent initiator and administrator of policies and procedures with the desire and relevant skills to help monitor and control Pipefitter Training Center activities.

This person must have the ability to effectively communicate verbally and in writing. He/she must be able to accomplish goals and objectives in a timely manner 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 communications 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

- 5.01 To assist in the review of qualifications, interview, hire and coach instructors and staff.
- 5.02 To assist in assigning and creating schedules for classes.
- 5.03 To review classes responsible for and establish needs to be presented to the Training Coordinator.
- 5.04 To review material and support equipment and provide recommendations to the Training Coordinator.
- 5.05 To assist in the assignment of students to classes.
- 5.06 To assist in maintaining 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 related to programs responsible for.
- 5.08 To assist in preparing and distribution applications as directed.
- 5.09 To assist in maintaining order in the school.
- 5.10 To assist in the oversight of maintenance, custodial services, and upkeep of both buildings as required.
- 5.11 To assist in maintaining school and building supplies.
- 5.12 To handle emergency calls and situations as required.
- 5.13 To maintain contact with national and local apprenticeship programs, local schools, and trade and education centers as required.
- 5.14 To communicate with contractor and construction organizations as required.
- 5.15 To prepare an annual budget as directed for presentation to the Training Coordinator.
- 5.16 To seek out grants available to the Pipe Fitters' Training Center to be processed through the direction of the Training Coordinator.
- 5.17 To be acting Training Coordinator as directed in the Training Coordinator/Administrators' absence.

- 5.18 To seek opportunities to provide continuing education opportunities for self, instructors and staff and present to the Training Coordinator for approval process.
- 5.19 To provide job descriptions for the instructors responsible for and to conduct, at a minimum, annual formal performance reviews where goals and expectations are established and measured.
- 5.20 To provide recommendations to the Training Coordinator regarding the termination of instructors and staff not meeting goals or expectations.
- 5.21 To act as a representative of the Training Center at community and industry activities as required.
- 5.22 To work with and support the Training Coordinator in harmonious partnership to promote education.
- 5.23 To assist in the 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 through the Training Coordinator is effective carried out in a timely manner.
- 6.03 Each of the authorities, duties and responsibilities outlined in section 5.0 are handled in an efficient manner
- 6.04 The Assistant 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.**