



## **OREGON & SOUTHERN IDAHO LABORERS-EMPLOYERS TRAINING TRUST FUND**

PORTLAND TRAINING CAMPUS: 17242 NE SACRAMENTO ST, PORTLAND, OR 97230 - Phone: 541-745-5513

IDAHO FALLS TRAINING CENTER: 580 W. 19- STREET, IDAHO FALLS, ID 83402 - Phone: 208-542-6240

### **TRAINING DIRECTOR**

#### **JOB OVERVIEW**

The Training Director (TD) is responsible for the operation and management of the training center in accordance with the policies set forth by the Board of Trustees (BOT). They carry out the directives of the Board and implement approved Training Fund policies, practices, and procedures. The Director ensures that all operations and functions are conducted in a legal, efficient, and fiscally prudent manner. The Director works in conjunction with the Board to identify and plan operations and actions to meet fund goals and records and reports Fund activities and progress.

#### **Qualifications**

At least 5 years of experience in management or leadership position. Bachelor's degree desired or equivalent experience in education, business, workforce development or other related fields. Experience with adult training and/or education. Excellent communication skills. Supervisory experience and ability to work collaboratively.

### **Functional Duties and Responsibilities**

#### **Management and Oversight**

Ensure that all Fund activities are carried out as outlined by the Board of Trustees (BOT) and in compliance with ERISA and BOLI. Develop and implement operational processes and procedures. Confer with and recommend to BOT matters pertaining to changes, improvements, and additions to programs/activities. Communicate with members, contractors, and officers of LIUNA Local Unions to determine training needs. Inform employers, unions, community, government agencies, apprenticeship bodies, and other interested parties about Training Fund activities and programs. Promote the recruitment and selection of new apprentice applicants in accordance with the Oregon EEO plan and program standards, conducts Construction Craft Laborer (CCL) program presentations, and acts as a liaison with the Oregon Bureau of Labor and Industries, Apprenticeship and Training Division, the Department of Labor and other public and private agencies.

#### **Training**

Ensure all training activities are carried out as outlined by the BOT. Identify and recommend training plans, changes, and needs to BOT and implement programs as approved. Screen applicants for training and orient trainees to Training Fund programs/practices. Supervise all Trainee instruction and with instructors, identify, plan, and evaluate training programs and methods of instruction. Ensure instructors and support staff have necessary skills, equipment, supplies, curricula, and training space to carry out training programs. Ensure that training data and reports are compiled, reviewed, and prepared for submission to BOT. Identify training needs and promote training programs through regular contact with interested parties and through brochures, newsletters, web site, and other communications. Coordinate training with Apprenticeship and facilitate relationships among apprenticeship, training, employers, LIUNA Locals, and apprenticeship committees or other governing bodies.

#### **Personnel**

Perform human resource functions, including screening, interviewing, and hiring; discipline and firing; performance reviews and professional development within guidelines provided by the BOT. Under the direction of BOT, set determine employee work schedules, conditions of employment, wages etc.



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Ensure all personnel actions are conducted in accordance with equal employment, civil rights and all other applicable federal, state, and local laws.

### **Financial**

Assess Training Fund needs and prepare a budget for submission to BOT. Manage operational budget, make recommendations to BOT on major purchases, check all bills and expenditures for accuracy and purchase requests for need. Implement financial controls as prescribed by the BOT. Identify and secure possible sources of supplemental funds through grant opportunities.

### **Facilities Operation and Maintenance**

Manage operation of training site facilities and off-site or ancillary site activities/facilities. Responsible for security and safety of Training Fund facilities, equipment, and property. Plan short- and long-term development or use of properties. Schedule and contract for property and equipment maintenance and servicing. Determine and plan for IT and IT security and maintenance needs.

### **Other**

Build and maintain partnerships with workforce organizations and agencies, community-based organizations, employers, high schools, colleges, and government agencies. Represent the Training Fund at meetings and conferences. Keep abreast of developments in construction, workforce training, employment, and trainee population characteristics to anticipate issues which may affect Training Fund programs and services. Other duties as necessary to carry out the Training Fund mission and goals.

### **Assignment**

Full-time, salaried position, Monday-Friday, typically day shift, occasional evening, and weekend hours. Travel is required as needed both within and outside of the Oregon and Southern Idaho area to conduct presentations, and events or attend seminars, conferences, training, or other work-related activities. A valid Driver's license is an essential requirement of the position.

### **Work Locations**

Oregon Laborers' Training Center - Portland, Oregon

Idaho Laborers' Training Center – Idaho Falls, Idaho

### **Salary & Benefits**

\$115k-\$130k DOE, Excellent compensation, and benefits package; Employer-medical, dental, and vision for employee, spouse, and or dependents. Pension plans, vacation, sick days.

### **Application**

Please submit your resume and letter of interest to the Business Manager of Oregon & S. Idaho District Council Jeff Gritz [jgritz@osidcl.org](mailto:jgritz@osidcl.org) This posting will be removed once the position is filled. This Position is Union.



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Oregon and Southern Idaho Laborers-Employers Training Trust will not discriminate against any 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 18 YEARS OLD OR OLDER.

Final offer of employment will be contingent upon having proof of a valid, current, unrestricted driver's license and a copy of your DMV report will be required for business vehicle insurance eligibility purposes prior to the final offer of employment. We are bound by the Labor-Management Reporting and Disclosure Act of 1959, Section 504, which prohibits us from employing persons with certain criminal offenses in their background.

**\* Disclaimer: The above statements describe the general nature, level, and type of work performed by the Training Director assigned to this position. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of the Training Director. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights for any person or persons. OSILETT reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.**