

JOB OPENING NOTICE

**Position: BUSINESS REPRESENTATIVE
Morgan Hill**

Job Description:

The Business Representative is a person who represents the local union membership. Activities in which the Business Representative participates include negotiating on behalf of members; administering the collective agreement; resolving conflicts; organizing non-union workers; responding to inquiries and complaints; interpreting the collective agreement and applicable laws, legislation and regulations; servicing and educating the membership; conducting meetings; and promoting the trade union. The Business Representative also researches, prepares and presents submissions at various hearings, boards and appeal panels.

Minimum requirements:

- Must have 10 years experience working in the industry as a union Operating Engineer (may consider combination of union and industry experience if lack of qualified applicants)
- Must live in District 90 jurisdiction (i.e. Monterey, San Benito, Santa Clara & Santa Cruz Counties)
- Must be a member of OE3 in good standing
- Must possess basic computer literacy skills (i.e. keyboard, MS Office Suite)
- Must possess a valid driver's license

Business Representatives must be capable of performing duties:

- In high stress (crisis management) situations
- During irregular and extended hours
- While adapting to frequently changing laws, regulations, personnel and corporate philosophies
- Under all types of job-site conditions
- In an independent manner without support staff

Business Representatives must also be prepared to travel, using various modes of transportation in all types of weather conditions, to urban, rural and remote locations.

A Business Representative must believe in, and be loyal to the trade union movement. A highly motivated self-starter, he or she is professional in both attitude and appearance. This person must be dedicated, flexible and adaptable with a willingness to commit to continual learning. As a leader and decision maker, the Business Representative must demonstrate common sense, diplomacy and strong interpersonal skills. As a liaison person, excellent communication skills (written and verbal) are required – including a level of literacy capable of reading and interpreting legal documents. Due to the confidential nature of this work, discretion and integrity are mandatory.

Interested candidates should submit an application to Human Resources, via email: jobs@oe3.org fax: (510) 748-7401 or mail: OE3, 1620 South Loop Road, Alameda, CA 94502. Applications must be received by 5:00pm on Friday, October 27, 2017.

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