JOB OPENING NOTICE

Position: Executive Director
Hawaii Operating Engineers Industry Stabilization Fund
Salary position + benefits

Hawaii Operating Engineers Industry Stabilization Fund (HOEISF) in Kapolei, Hawaii, is seeking an Executive Director.

Job Description:

The Executive Director represents The Labor Management Trust Fund for Local Union # 3 and its signatory contractors. The Executive Director is responsible for managing the day-to-day operations. The Executive Director prepares the annual budget, provides monthly reports (to the subcommittee with a quarterly report to the board of trustees and to union membership/contractors on the progress of the fund) and develops and implements programs whose services and activities are specifically designed to strengthen the ability of unionized contractors and union craftsmen. The Executive Director establishes and promotes a culture of productivity and quality. The Executive Director values quality workmanship and the economy of operation within Hawaii’s construction Industry. The Executive Director is responsible for educating all participants in the unionized sector to meet their joint-responsibility and commitment to be the best and most productive segment in Hawaii’s construction industry as well as promote area and industry-wide labor-management relations activities. The Executive Director is also responsible for improving job security, competitiveness, organizational effectiveness and economic development.

Minimum Requirements:

Must have 3 years of Labor Management experience.
Must have 3 years of Legislative experience.
Must possess intermediate computer literacy skills (i.e. Intermediate typing speed, MS Office Suite).
Must possess a valid driver’s license.

The Executive Director must be capable of performing job duties in high stress (crisis management) situations, during irregular and extended hours and be able to adapt to frequently changing laws, regulations, personnel and corporate philosophies. The duties of the Executive Director are performed under all types of working conditions in an independent manner without support staff. The Executive Director must be able to work with others from all management levels. Flexibility and adaptability are of key importance.

The Executive Director must also be prepared to travel, using various modes of transportation in all types of weather conditions, to urban, rural and remote locations. The Executive Director must believe in, and be loyal to the trade union movement. A highly motivated self-starter, he or she is professional in both attitude, appearance and communications. This person must be dedicated, flexible and adaptable with a willingness to commit to continual learning. As a leader and decision maker, the Executive Director must demonstrate common sense, diplomacy and strong interpersonal skills. As a liaison, 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.

Please express your interest in this position by submitting a resume and a cover letter to jobs@oe3.org or fax: (510) 748-7401 or mail: OE3, 1620 South Loop Road, Alameda, CA 94502 attn: Human Resources. Submissions must be received by 5:00 p.m. on Friday, March 20, 2020.