



**OPERATING ENGINEERS JOURNEYMEN APPRENTICE TRAINING CENTER
FOR NORTHERN CALIFORNIA**

14738 Cantova Way - Sloughhouse, CA 95683 - (916) 354-2029 - FAX (916) 354-1126

JOB OPENING NOTICE - Apprenticeship Coordinator

Job Title	Apprenticeship Coordinator <i>(90 Day Probation Required)</i>
Supervisor	Sr. Coordinator
Location	Travel required <i>This position will cover District 04/10 (Fairfield/Rohnert Park and surrounding areas)</i>
Hour/Week	Minimum 50 hours per week (7am-5pm Monday-Friday) Weekends as needed and late nights are mandatory
Wages & Benefits	Starting salary will be discussed during the interview. Excellent medical and pension.
Education	High School Diploma or GED
Licenses and/or Certifications	Valid CA Driver's License
Experience	Minimum 10 years experience in a branch of the Operating Engineers. General knowledge of the construction industry required. Supervisory experience a plus.
Other Requirements	Be a member in good standing with the Operating Engineers Local Union #3 Excellent communication skills Excellent organizational skills Ability to meet schedules and deadlines Ability to travel and visit job sites in remote locations Ability to work in and foster a professional team environment
Description of Duties and Responsibilities	Provide general supervision to all levels of apprentices within assigned Districts Ensure apprentices receive proper on-the-job training Ensure apprentices return to JATC for mandatory Supplemental Related Training Monitor apprentice training hours and progression Attend district subcommittee meetings and special called meetings Attend Union meetings and activities Become knowledgeable of and enforce the Apprenticeship Standards, Rules and Regulations of Registered Apprentices, and the JATC Substance Abuse Policy Complete apprentice contact reports Represent the apprenticeship program in the community by attending job fairs and other activities Ensure apprentices participate in Union activities Enforce disciplinary action as determined by the JATC Subcommittee and JATC Review Board Communicate with employers Have a basic understanding of OE 3 Job Placement Regulations and dispatch procedures as it pertains to apprentices Act as mentor, supervisor, and friend to apprentices in assigned District
Applications are available at any district office or at www.oe3.org and must be submitted to the JATC via email: egil@oe3jac.org or fax: (916) 354-1126, or mail: OE3 JATC, 14738 Cantova Way, Sloughhouse, CA 95683 Attn: Elsa Gil by 5:00pm on Tuesday, August 6, 2024	

The Operating Engineers JATC is an equal opportunity employer and does not discriminate on the basis of race, color, ethnicity, gender, creed, religion, age, sexual orientation or any other federally protected classification.