

JOB OPENING NOTICE

Administrator
Joint Apprenticeship Committee (JAC)
Reno, Nevada
\$3,445.00 weekly

Overall Responsibility:

The Apprenticeship Administrator is responsible for establishing the annual apprenticeship schedule and interpreting the Apprenticeship Rules and Regulations and Bylaws of Operating Engineers Local Union No. 3. The Apprenticeship Administrator will collaborate with the Joint Apprenticeship Committee (JAC) and Apprenticeship Trust in the development and execution of a strategic plan and will ensure that the annual budget for the Apprenticeship Trust is properly administered.

Qualifications:

- 10 years of Journey-level field experience as an Operating Engineer.
- Must be a member in good standing of Operating Engineers Local Union #3.
- Excellent organizational and communication skills.
- Proven leadership abilities.
- Basic knowledge of Nevada employment law and working with collective bargaining units.
- Basic computer skills.
- Conflict resolution experience.
- Knowledge of various fields of construction.
- Ability to foster a positive team environment.
- Management experience a plus.
- Ability to build and maintain relationships with employers, members of JAC, Trustees of the Apprenticeship Trust and the community.

Principle Responsibilities:

- Establish JAC apprenticeship schedule.
 - Develop, revise, & uphold DAS requirements.
 - Establish new Apprenticeship Rules & Regulations as needed.
 - Educate employers to the services of JAC.
 - Audit apprenticeship files as needed.
 - Personal contact with each apprentice monthly either on a job site, at a training site or at home and contact with employers and other apprentice supervisors.
 - Develop and maintain complete record keeping and filing system for all undertakings of the JAC. Process all correspondence to and from JAC office.
 - Coordinate the dispatching and/or rotation of all apprentices to jobsites within the thirteen northern counties of Nevada.
 - Develop revisions to Apprenticeship Standards, Selection Procedures, Rules and Regulations, Dispatch Procedures and all other aspects of this apprenticeship program. Coordinate these revisions with those government agencies responsible for apprenticeship training to assure that any revisions meet State and Federal requirements.
 - Schedule JAC meetings. Provide agendas and maintain minutes of each meeting and all actions of the JAC.
 - Develop monthly reports on expenditures and budget recaps and provide copies to Trustees with copies of the minutes of each JAC meeting.
 - Assistance & Recovery Program (ARP): under the direction of the ARP director, act as the coordinator of the ARP for the thirteen northern counties of Nevada. Maintain complete records regarding activities in this capacity and submit billings for reimbursement to the Affirmative Action Trust.
 - Please submit an application or resume and cover letter to: jobs@oe3.org or fax: (510) 764-3970. Attn: Human Resources. Applications or resumes and cover letters must be received by 5:00 pm on: **Friday, November 29, 2024.**
- Excellent union benefits including medical and pension
EEO employer