

JOB OPENING NOTICE

Position: **BUSINESS REPRESENTATIVE**
Burlingame
Starting Salary -\$2,711.70 per week

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 of experience working in the industry as a union Operating Engineer (we may consider a combination of union and industry experience if lack of qualified applicants).
- Must live in District 01 jurisdiction (i.e., Marin, San Francisco, and San Mateo 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 a resume & cover letter to Human Resources via email: jobs@oe3.org. Submissions must be received by 5:00 pm on Tuesday, April 22, 2025.