

## **JOB DESCRIPTION**

**JOB TITLE:** Apprenticeship and Training Coordinator

### **POSITION DESCRIPTION:**

Under policy set by the Board of Trustees of the Boilermaker Local 128 Apprenticeship & Training Trust Funds, the Coordinator will perform a wide range of management activities related to the operation of the Apprenticeship & Training Trust Funds. This will include responsibilities with a certain amount of discretionary activities to support effective Trust Fund operations. The Coordinator will be expected to use considerable independent judgment in directions that influence the operations. The Coordinator will advise and assist the Board of Trustees in planning, policy, and operational matters.

### **RESPONSIBILITIES:**

1. Administer the directions and policies outlined in the Apprenticeship and Training Trust Fund documents.
2. Perform necessary liaison with the government such as apprenticeship contracts, scheduling of apprenticeship entry into technical training, and related functions.
3. Pursue funding sources for both Apprenticeship and Training, working with Provincial and Federal Governments or other agencies to acquire funding for training and upgrading for Local 128 members.
4. Regularly communicate with the College(s) that deliver technical training for the Boilermaker apprentices.
5. Coordination of the Pressure Systems Welder Program.
6. Develop packages and reports for meetings of trust fund trustees and deliver update reports on training being developed and delivered.
7. Prepare the training and apprenticeship operating budgets for approval by the Board of Trustees.
8. Review, monitor and explain expenditures of the Apprenticeship and Training Trust Funds in accordance with the approved operating budgets.

9. Develop programs and courses requested by the Apprenticeship and Training Trust Fund Trustees.
10. Develop, coordinate, and implement all training and certification programs identified within Local 128 collective agreements.
11. Implement and oversee the operation of any testing program adopted by the trustees.
12. Ensure up to date records of all qualifications and training, including welding, mechanical, and health & safety for Local 128 members are maintained.
13. Participate in interprovincial meetings directed at apprenticeship and training and provide updates to the Trustees.
14. Establish apprentice entry procedures and policy noting concerns regarding employment equity and the inclusion of women, indigenous and other underrepresented groups. These procedures and policies must be approved by the Board of Trustees.
15. Actively work with Helmets to Hardhats to provide opportunities for past and present Canadian Military personnel who are looking to transition into a career as a Boilermaker.
16. Review and maintain records of apprentice evaluations and on-the-job work reports.
17. Coordination of apprenticeship related disciplinary meetings and subsequent appeals.
18. Pursue compulsory trade status for the Boilermaker Trade in the Province of Ontario.
19. Actively work with the Ontario College of Trades, Construction Boilermakers Trade Board and in particular on issues relating to curriculum, qualifications and training standards.
20. Actively pursue standardization of apprenticeship and training.

**Education/Experience:** Combination of education and experience that would provide the required skill and knowledge to successfully fulfill the responsibilities of the position. Applicants would be expected to have a working knowledge of Ontario's apprenticeship system and experience in the heavy construction and industrial maintenance industry. The preferred candidate would also be familiar with providing management support along with an understanding of course design and delivery.

**Skilled at:** Communicating effectively, verbally and in writing for a diverse range of audiences and settings; managing conflicts and problems; assessing operational, program, staffing, and fiscal needs; interpreting legal documents and government regulations as it applies to matters of apprenticeship, training and welder testing. Working cooperatively and effectively with other staff, government officials and individuals within the industry.