



**NORTHERN MINNESOTA & WISCONSIN
PLUMBERS & STEAMFITTERS
JOINT APPRENTICESHIP TRAINING COMMITTEE**

4402 Airpark Blvd, Duluth MN 55811 PH 218.733.9443 Fax 218.733.9424
Jeff Brown, Training Director jeff@11589jatc.com

The Northern Minnesota & Wisconsin Plumbers & Steamfitters Joint Apprenticeship Training Committee is seeking applications for the position of Training Coordinator. This is a full-time position, including fringe benefits consistent with the applicable working agreement.

Job description: The coordinator will take direction from the Training Director and the Trustees, including but not limited to: creating schedules for the apprentice and journeyman training programs, maintenance and inventory of training equipment and materials, developing new course curriculum, working with instructors to continually update course curriculum, plans, maintain apprentice records, be available after working hours on weekdays and weekends and evenings for instruction of classes, review apprentice work process reports, for proper training, Respond to written and phone inquiries from prospective applicants, Apprentices, Journeymen, and Contractors, speak at career days and counselor's meetings, contacts prospective instructors, assist all members with training needs, research new training methods, needs, and technology, assist with disciplinary actions for Apprentices and Instructors, obtain material, equipment, books, visual aids, etc. for instructors, evaluate Journeyman and Apprentice instructors, monitor attendance of apprentices at related training, refer apprentice suggestions, requests, complaints, etc. to the JATC Director, Obtain any certifications for instruction that would be needed to train the membership, Instructor for MN & WI Plumbing Continuing Ed, maintain and update the JATC website, attend all union meetings, understand that the job will require more than 40 hours a week, committed to the future of the training program.

The applicant must have excellent verbal and written communication skills, be proficient with computers, and must be competent with Microsoft Word, Excel, Power Point, and computer aided drafting software, be able to multi-task, have strong knowledge with Plumbing, Pipefitting, Welding, HVAC/R, Medical Gas and ASSE Backflow or the ability and desire to learn, experience as an instructor, have completed an Pipe Trades Apprenticeship training program, be a member of Local 11 or 589, possess a valid Minnesota Plumbing License.

Please submit your resume including a written explanation as to why you are the right person for this job, the goals you would set for the future of the training programs, and how you expect to achieve them.

Resumes must be received no later than Monday, May 6, 2019. Mail to the Northern MN & WI Plumbers & Steamfitters JATC, 4402 Airpark Blvd, Duluth MN 55811. Mark the envelope "Coordinator Application". The top candidates will be selected and invited to an oral interview.