

IRONWORKER INSTRUCTOR JOB DESCRIPTION

Ironworkers Joint Apprentice Training Committee

June 7, 2018

Title: Instructor (Includes all full time instructors)

ADA Rating: Medium Duty

Responsible to: The Apprenticeship and Training Coordinator, JATC, and Trustees

Qualifications/Requirements: (possibly use Work Keys "Talent" assessment prior to interview)

- Requirements according to 29 CFR 29.5 (b)(4) – Instructors must: (i) meet the State Department of Education's requirements for a vocational-technical instructor or be a subject matter expert; and (ii) Have training in teaching techniques before or during being employed as an instructor.
- Minimum of 8 years of hands on experience as an Ironworker in the type of work hired to teach (Structural)
- Eligible for a CDL
- Foreman/General Foreman experience
- Good Organizational skills
- Good Communication skills
- Good Teaching skills
- Good Computer skills
- Must be self motivated and also a good motivator
- Pass and remain current under MUST drug screen program
- Cannot be barred under USC 29 Sec. 1111

Educational Requirements:

- High School diploma
- Journeyman in the Ironworking Trades
- College courses are a plus
- Instructors must obtain their AWS CWI license within 3 years of hire. The exam for this license is offered annually. The JATC will pay for the first two CWI tests for all instructors. The Trustees will re-examine this policy on a case by case basis at the end of the 3 year window following each instructor's hire date.

Duties and Responsibilities include but are not limited to:

- To share equally all duties and responsibilities with other Instructors
- To be fair, objective, and ethical equally with all students
- Perform all duties in accordance with the approved Apprenticeship Standards
- Develop classroom and hands on training materials based on the approved curriculum
- Plan daily learning activities based on the approved curriculum
- To ensure that all curriculum requirements are met in the required time frame
- Classroom Lecture of curriculum subjects
- Hands on training to supplement classroom instruction
- Break down, store, and maintain mock ups so that they are "ready to use"
- Conduct occasional field trips and/or offsite training opportunities
- To ensure that all students work diligently at all times
- To ensure safe conditions of the facilities at all times
- Accurately maintain student attendance and training records
- Ensure that work areas are kept clean, with all tools and materials to be put away at the end of each day.
- Maintain equipment and tools
- Monitor consumable and tool inventory and make sure supplies are ordered as needed
- Administer weld certification tests in strict compliance with all AWS and Quality Assurance Manual standards
- Attend training seminars and classes as directed by the J.A.C.
- Various other duties as directed by the Training Coordinator or the Joint Apprenticeship Committee

- Continually work to improve and update instructional materials, hands on training, and the program as a whole within the curriculum as approved by the Coordinator
- Although Instructors are paid as Acting General Foreman they are not considered as such for purposes of a job description. Instructors are required to do whatever it takes to accomplish the goals of the program and provisions contained within this job description.

Authority:

- To maintain discipline in an appropriate learning environment
- To discipline appropriately in the case of a direct violation of the approved Standards, Guidelines for Apprentice conduct, or other inappropriate behavior
- Recommend the discipline of an Apprentice to the Training Coordinator for failure to adhere to the approved Standards, Guidelines for Apprentice Conduct, or other inappropriate behavior

Compensation Package:

- Acting General Foreman wages and fringe benefits package per the current Iron Workers Local 25 Collective Bargaining Agreement (Structural) for a 40-hour week.
- One week of paid vacation
- Five days of sick or personal time

ADDITIONAL JOB DESCRIPTIONS (as assigned)

Welding program Quality Assurance Manager:

- Responsible for the conduct of the program. The QA Manager shall be a current AWS CWI. Duties include, but are not limited to, the maintenance of welder files, material files, tools, equipment, equipment calibration, maintenance log, repairs, reference documents, and safety standards. The QA Manager will ensure that materials and consumables used in testing are identified to the accompanying documents and are properly stored. The QA Manager reports directly to the Facility Representative.

Test Supervisor:

- Responsible for conducting the welding test, and all associated operations, The Test Supervisor shall be a current AWS CWI. The Test Supervisor duties include, but are not limited to, shop safety, welder safety, identify the welder, fill out a facility worksheet, issue proper test material, mark test plates, verify consumables, conduct the test, performs all checks at hold points, visually accept or reject the completed test, remove specimens, prepare specimens, test specimens, and mark results on the facility worksheet. The Test Supervisor reports directly to the Quality Assurance Manager.

Shop Manager:

- Responsible for facilitating all shop activities, safety, maintenance, and cleanliness of the shop. The Shop Manager shall oversee the initial set up and fabrication of new training mock-ups and shall ensure the training mock-ups are always ready for use. This includes making sure consumable parts are repaired or replaced, all other parts and supplies are ready for use, and the mock-ups are taken down and stored properly before they will be needed again. Other responsibilities include daily cleanliness and order of the shop, maintenance of equipment when needed, and all safety issues.

Curriculum Manager:

- Responsible for determining and directing what classroom and hands on training is to be done to keep each class on schedule. The Curriculum Manager shall inform the other Instructors of what needs to be done and is responsible for ensuring that it is completed in the allotted time. Other responsibilities include, looking ahead and informing the other instructors in advance so that they can prepare classroom and shop materials in advance, answering questions concerning scheduling of curriculum, and making sure all period training requirements are met on time.