



BLOOMINGTON-NORMAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE

2407 Beich Rd., Suite B
Bloomington, IL 61705
Tel. (309) 829-9819 Email: info@bnjatc.org

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The Bloomington/Normal JATC is looking for individuals interested in becoming the new Training Director of the apprenticeship program. Tom Peasley will be resigning in the spring of 2022 and will assist in training his replacement. Any person who is a member of the IBEW in good standing (except apprentices) and is truly interested in educating and improving our industry, is encouraged to apply.

Applicants must submit a resume along with a cover letter via email, post mail, or in person. These documents must be received by 4:30 p.m., January 7, 2022. The email and physical address are posted above in the letterhead. Please call the apprenticeship office if you have any questions.

Job Description

Maintain Financial Records of the Training Trust

Pay bills, maintain up-to-date financial files, maintain accounts through proper bookkeeping software, utilize additional funding through state or other resources, prepare periodic financial reports, maintain proper insurance policies and coverage, work with accountant in administering funds, file tax reports, prepare yearly budget.

Recruit New Apprentices and Public Relations

Answer letters and inquiries about the program, prepare written materials for recruitment, provide information at high school and college career days and job fairs, place advertisements about the apprenticeship program, and give presentations to community groups.

Selecting New Apprentices for the Program

Answer inquiries about apprenticeship, take applications and verify qualifications, prepare a list of qualified applicants to be interviewed, schedule interviews, prepare interview materials, tabulate and rank interview results, maintain a ranked list of qualified applicants for indenture into the program, notify successful applicants and prepare paperwork to indenture them as apprentices, schedule pre-employment testing, meet with new apprentices and review program and policies, register new apprentices with the BAT, and track and sign off on VA paper work for those apprentices that have VA benefits

Provide apprentices with On-The-Job-Training

Assign apprentices to contractors, maintain and review apprentices on-the-job training hours, counsel apprentices experiencing difficulties on-the-job, discuss apprentice performance with contractors, visit apprentices on-the-job, rotate apprentices to allow different kinds of work experiences with the approval of the BNJATC, review apprentice reports and report problems, investigate any difficulties.

Provide Apprentices with Classroom Training

Maintain records of each apprentice's classroom grades and attendance, interview and hire instructors with approval of the BNJATC, arrange for instructor training workshops, monitor instructor performance, investigate any complaints or problems related to school or training, schedule special training, order textbooks and any special equipment needed for classes, substitute for instructor when necessary.

Working with BNJATC and its Sub-Committees

Maintain confidentiality of BNJATC records, prepare correspondence for the committee meetings, attend committee meetings, develop, and maintain records of BNJATC membership and terms of appointment, review ETA bulletins, provide trustees of apprenticeship fund with financial reports, present and potential disciplinary actions against an apprentice to the committee, make recommendations on ways to improve the program.

Working with IBEW Local 197

Consult with the Business Manager, notify local union about the job placement of apprentices, assist in arranging membership for apprentices, notify local union about names of newly indentured apprentices, notify local union when probationary period is completed, notify local union of any advancement, suspensions, or other actions taken concerning apprentices, make available names of journeymen completing training course with special skills.

Working with NECA, MCECA and Local Contractors

Consult with association managers, notify contractors of upcoming journeymen classes, work with associates and contractors to determine training needs, intervene with apprentices in any shortcomings in job performance, make available names of journeymen completing training courses with special skills, and attend association meetings upon invitation to discuss training opportunities.

Provide classes for Journeymen

Survey journeymen and contractors to determine journeymen training needs, determine classes to be offered with BNJATC approval, publicize classes with local and contractors, provide instructors for each class, obtain training aids and equipment needed for the classes.

Computer Skills

Applicant should possess basic computer skills and be prepared to learn Windows 365 operating system, Electrical Training Alliance software, Microsoft Office Suite and QuickBooks Pro, as well as any other necessary software systems.

Supervision

Work with office manager by assigning tasks, communicate expectations and goals of administration, be cognizant of employer's legal responsibilities to employees, and offer any relative training which may enhance their effectiveness as an employee.