

# **CARPENTERS TRAINING COMMITTEE FOR NORTHERN CALIFORNIA (CTCNC)**

## **ANNOUNCEMENT OF POTENTIAL OPENINGS FOR:**

### ***APPRENTICESHIP COORDINATOR***

The Carpenters Training Committee for Northern California (CTCNC) is presently accepting applications for **Apprenticeship Coordinator** to refresh our list of qualified candidates to be considered for hire.

#### **APPRENTICESHIP COORDINATOR APPLICATION PROCEDURE**

Before you consider applying for this position, please review the following "Position Description, Qualifications & Requirements, and Additional Desired Abilities". If you believe you would be a good candidate for Apprenticeship Coordinator, and you are able to comply with these qualifications and requirements, we invite you to make application.

**POSITION DESCRIPTION:** Under the direction of a CTCNC District Coordinator:

- Recruits applicants for entry into the apprenticeship program
- Conducts orientations for new apprentices
- Works to establish linkages and makes presentations to community-based organizations, schools, and governmental agencies
- Facilitates pre-apprenticeship programs
- Provides guidance and counsel for apprentices
- Monitors on-the-job progress of apprentices
- Works to create, maintain, and update apprenticeship records
- Conducts regularly scheduled Training Committee meetings
- Manages training center staff and activities
- Develops relationships with Employers and Union representatives to promote the goals and objectives of the Training Committee
- Develops and implements plans to improve Employer and Union participation in all training programs
- Supports the Training Committee's commitment to remain in compliance with government regulations

#### **QUALIFICATIONS:**

##### **Education:**

- AA Degree

**Or**

- HS Diploma and proof of completion of a registered four (4) year carpenter apprenticeship program

**Or**

- HS Diploma and three (3) years' experience as an apprenticeship coordinator or administrator/representative employed by Industry or Labor, or by a Joint Labor/Management Apprenticeship Committee within the construction industry

##### **Experience:**

Four (4) years full-time paid work experience in one or a combination of the following types of work:

- Journeylevel or Apprentice Member working under a Collective Bargaining Agreement (CBA)
- Coordinator, supervisor, or certified instructor of classes in a carpentry or carpentry-affiliated occupation recognized by the California DAS
- Union official participating in the negotiation or maintenance of a CBA
- Management experience in a union construction company
- State or Federal consultant to apprenticeship programs

**And**

- Proof of valid driver's license
- Be a member in good standing of a local union in the jurisdiction for the Northern California Carpenters Regional Council for twelve (12) consecutive months
- Be a member of the United Brotherhood of Carpenters for a minimum of two (2) consecutive years prior to application date

**Ability:**

- To demonstrate excellent verbal and written communication skills
- To show proficiency in use of basic computer programs such as Microsoft Word
- To display willingness to work as a member of a team, as well as independently
- To prioritize and manage multiple tasks/deadlines in a fast-paced work environment

**Additional Desirable Qualifications:**

- Bilingual Spanish

**Apprenticeship Coordinator Wage Rates & Benefits**

Annual starting salary is at the Carpenter Journeyman rate with benefits in accordance with the Carpenters 46 Northern California Counties Master Agreement. After a probationary period, salary will be Carpenter foreman scale.

**Apprenticeship Coordinator Placement**

Qualified candidates may specify a choice for coordinator openings that may occur in any of our five (5) Northern California Training Centers located in Fairfield, Fresno, Hayward, Morgan Hill or Pleasanton.

**How To Make Application**

Please submit the following three (3) documents no later than **August 16, 2019**. Documents postmarked after August 16, 2019 **WILL NOT** be considered.

1. Please submit a one (1) page resume (printed on both sides is ok) that includes the following information in this order please:
  - Current contact information (i.e. Name, Address, Phone #, UBC Member ID #, Local Union)
    - Educational background
    - Summarized work history
    - Personal references you would care to include

2. A current Department of Motor Vehicles printout of your driving record. You can get this printout from any DMV office for about \$5.00 (five dollars).
3. A signed Certificate of Non- Disqualification per the Employee Retirement Income Security Act, 29 U.S.C, Section 1111, provided in the announcement.
4. A copy of your recent Northern California Pension Trust Fund statement. This will be used to verify your Trade Experience Qualification requirement.

**Return Application Documents To:**

**Apprenticeship Coordinator Selection Committee  
Carpenters Training Committee for Northern California  
2350 Santa Rita Road  
Pleasanton, CA 94566**

Section 411 of the Employee Retirement Income Security Act, 29 U.S.C. Section 1111  
**NOTICE AND ACKNOWLEDGEMENT OF EMPLOYMENT/REPRESENTATIVE  
DISQUALIFYING OFFENSES**

The Carpenters Training Committee for Northern California is governed by Federal law. Section 411 of the Employee Retirement Income Security Act ("ERISA") prohibits it from employing or allowing any individual to serve as a representative, who, within the last 13 years, has been convicted of, or imprisoned for, any of the following offenses:

Robbery, bribery, extortion, embezzlement, fraud, grand larceny, burglary, arson, a felony violation of narcotics laws, murder, rape, kidnaping, perjury, assault with intent to kill, any crime described in section 9(a)(1) of the Investment Company Act of 1940, a violation of any provision of ERISA, a violation of section 302 of the Labor-Management Relations Act of 1947, a violation of chapter 63 of title 18 of the United States Code, a violation of section 874, 1027, 1503, 1505, 1506, 1510, 1951, or 1954 of title 18 of the United States Code, a violation of the Labor-Management Reporting and Disclosure Act of 1959, any felony involving abuse or misuse of a position or employment in a labor organization or employee benefit plan to seek or obtain an illegal gain at the expense of the members or the beneficiaries, or conspiracy to commit or attempt to commit any of the above crimes, or a crime in which any of the above crimes is an element.

In order to be considered for employment with the Carpenters Training Committee for Northern California, the following Certificate of Non-Disqualification must be submitted for further processing of your application.

**CERTIFICATE OF NON-DISQUALIFICATION**

I, \_\_\_\_\_, hereby acknowledge that I have received and read the above Notice and Acknowledgement of Employment/Representative Disqualifying Offenses, and I hereby certify under penalty of perjury that I have not been convicted of or imprisoned for any of the above disqualifying offenses within the immediate preceding 13 years.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date