ANNOUNCEMENT OF POSITION OPENING
WELD SHOP AIDE
CARPENTERS TRAINING TRUST FUND FOR NORTHERN CALIFORNIA (CTTFNC)
ALL TRAINING CENTERS

The Carpenters Training Trust Fund for Northern California (CTTFNC) is presently opening the application procedure for the position of Weld Shop Aide. This process is intended to identify a qualified member to be considered for hire as a Carpenter Weld Shop Aide.

CARPENTER WELD SHOP AIDE 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 a Carpenter Weld Shop Aide, and you are able to comply with these qualifications and requirements, we invite you to apply for the position.

POSITION DESCRIPTION: Under the direction of a CTTFNC Weld Shop Training Officer:

- Utilize the policies and practices of the CTTFNC to complete daily: cleaning, organization, maintenance and assisting the Certified Welding Instructor (CWI) with member trainings.
- Understand and agree, in writing, to abide by instructional rules and regulations of CTTFNC and CTTFNC's "Local Educational Agency" (LEA) of jurisdiction.
- Maintain, emphasize, and enforce safe working conditions and practices.
- Respect the right of apprentices and journeypersons to respond to issues and matters relevant to course material and instructional methods while maintaining control of class direction toward achievement of course goals and objectives.
- Maintain appropriate apprentice and journeylevel conduct to abide by CTTFNC Code of Conduct. Reporting any incidents to the CWI and Weld Shop Training Officer.
- Maintain and update professional knowledge and skills as a tradesperson and Apprenticeship Instructor.
- Evaluate and communicate with CWI and Weld Shop Training Officer on material needs and safety concerns.
- CTTFNC employees must attend UBC classes at the International Training Center (ITC) in Las Vegas for ongoing professional development training.

QUALIFICATIONS & REQUIREMENTS:

Education Requirement
You must have a High School Diploma, a GED, or equivalent.

Trade Experience Qualification
You must have seven (7) of the last ten (10) years with 1200+ hours per year of verifiable employment in a United Brotherhood of Carpenters (UBC) trade as a Journeyperson under an appropriate UBC recognized Collective Bargaining Agreement or have completed a UBC approved Joint Labor-Management Carpenter, Drywall, Millwright or Pile Driver Apprenticeship Program.

Must possess a current 3g or 4g FCAW and SMAW welding certification.
ADDITIONAL DESIRED ABILITIES:

- Exceptional knowledge of the Carpentry & Drywall Crafts, with emphasis on Pile Driver, Millwright and Welding Skills.
- Leadership qualities necessary to instruct, motivate, and inspire apprentice and journeylevel members.
- Good verbal and communication abilities
- Bilingual skills

HOW TO APPLY

Please submit appropriate documents no later than **Tuesday, March 31, 2020** - which is the close of this application period. Documents postmarked after March 31, 2020 may be reviewed in such instance that those completed within the application period do not fill the position.

1. A single (1) page resume (printed on both sides is ok) that includes the following information in this order please:
   - Your contact information (i.e. Name, UBC Member ID#, Local Union #, Address, Phone #’s, email Address, etc.)
   - Your educational background (i.e. high school through any post-high school training and/or other education)
   - A brief summary highlighting your work history.
   - Any additional personal pursuits or involvements you would consider relevant for consideration

2. Proof of verifiable employment in a UBC trade as a journeyperson under an appropriate United Brotherhood of Carpenters (UBC) recognized Collective Bargaining Agreement such as your most recent trust fund statement.

3. A copy of your UBC Journeyperson Graduate Certificate.

4. A current Department of Motor Vehicles (DMV) printout of your driving record. You can get this printout from any DMV office for a nominal fee.

5. A signed Certificate of Non-Disqualification per the Labor and Management Reporting and Disclosure Act of 1959 provided in this announcement.

**Apprenticeship Instructor Wage Rates & Benefits**

CTTFNC Weld Shop Aide wages and benefits are based on the applicable journeylevel wage and fringe benefit rate contained in the NCCRC’s Carpenter Master Agreement. A probationary period applies.

**What You Can Expect Next:**

After the close of the application period you will be contacted, by mail, indicating if you have or have not qualified for advancement to the next phase of our application procedure.

**Return Application Documents To:**

Carpenter Apprentice Instructor Selection Committee
Carpenters Training Trust Fund for Northern
2350 Santa Rita Road
Pleasanton, CA 94566