

ANNOUNCEMENT OF POSITION OPENING
ALL TRAINING CENTERS

CARPENTERS TRAINING TRUST FUND FOR NORTHERN CALIFORNIA (CTTFNC)
INSTRUCTOR AIDE

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

CARPENTER APPRENTICESHIP INSTRUCTOR 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 Apprenticeship Instructor Aide and you are able to comply with these qualifications and requirements, we invite you to apply for this position.

POSITION DESCRIPTION: Under the direction of CTTFNC Management,

- Follow the policies and practices of the CTTFNC to aide in apprenticeship training.
- Understand and agree, in writing, to abide by, maintain and enforce company policies and safety rules & regulations of CTTFNC.
- Operate heavy equipment such as Rough Terrain and Industrial Forklifts, Aerial Lifts, etc. with UBC Certification and safety training.
- Perform work related to student mock-ups used for instruction of apprentices.
- Routine tool inventory and organization.
- Tool repair and/or maintenance as approved.
- Attend UBC/CTTFNC training as required by management.
- Track and inform management of material and tool needs as required for all apprenticeship classes and maintain the Training Center in a clean and safe order.
- Basic computer skills that include reading and responding to all emails daily, attaching PDF documents and accepting & creating of Microsoft Outlook calendar invites.

QUALIFICATIONS & REQUIREMENTS:

Education Requirement

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

Trade Experience Requirement

Seven (7) of last ten (10) years of verifiable employment in a UBC trade as a Journeyman under an appropriate United Brotherhood of Carpenters (UBC) recognized Collective Bargaining Agreement or successful completion of an approved UBC Joint Labor-Management Apprenticeship Program.

Additional Training Requirement

- Available to attend UBC classes at the International Training Center (ITC) in Las Vegas for ongoing professional development training.

ADDITIONAL DESIRED ABILITIES:

- Exceptional knowledge of all UBC Crafts
- Leadership qualities
- Good verbal and communication skills
- Bilingual skills

How To Apply

Please submit the following three (3) documents no later than **Friday, October 23, 2020** - which is the close of this application period. Documents submitted after October 23, 2020 **WILL NOT** be considered.

1. A typed (word or pdf) resume that includes the following information 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
 - Employment References
2. A signed Certificate of Non-Disqualification per the Labor and Management Reporting and Disclosure Act of 1959 provided in this announcement.
3. Trust Fund Hours Report only. (Black out first 6 numbers of social security prior to emailing documents to CTFNC if present on any documents)

Apprenticeship Instructor Aide Wage Rates & Benefits

CTCNC Apprenticeship Instructor Aide wages and benefits are based on the applicable Journeylevel wage and fringe benefit rate contained in the NCCRC's Carpenter Master Agreement. New applicants must complete a 270-day probationary period, previous employees must complete a 30-day probationary period.

Apprenticeship Instructor Aide Placement

CTTFNC has locations in Fairfield, Pleasanton, Fresno, or Morgan Hill. You will be assigned a location after probation.

What You Can Expect Next:

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

Submit Application Documents To aalexander@ctcnc.org with subject: Applicant for Instructor Aide

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 Trust Fund 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 Trust Fund 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