

JOB SUMMARY

DATE: July 11, 2018

JOB TITLE: Training Instructor: A series classes

CLASSIFICATION: Entry Level Instructor \$32.21
Plus Full Fringe Benefits Paid to
The Ohio Laborers Fringe Benefit Program.

QUALIFICATION REQUIREMENTS:

The Ohio Laborers' Training and Apprenticeship Trust Fund is currently in the process of recruiting an "A"- series (Measurements, Leveling, Transit layout, and Pipe-laying) part time instructor (9 months a year mid-Sept. thru mid-June. Laid off from mid-June thru mid-Sept.) for the staff at the Drexel J. Thrash Training Center located in Millwood, Ohio. We are primarily looking for surveying instrument experience.

To be an effective instructor, an individual must possess a broad knowledge of the work within the jurisdiction of the Laborers' International Union of North America and have actual job experience in using surveying instruments as they pertain to Construction work. Instructors will be selected from the most qualified applicants with employment backgrounds in either (or a combination of): Building, Utilities, Heavy and Highway, and /or Residential Construction. The Training Instructor, of necessity, should possess the following characteristics, skills, and experience:

- Excellent communication skills (both verbal and written)
- Ability to read and interpret operating and training manuals.
- Ability to motivate the trainees to properly perform their assignments.
- Self starter; capable of working independently; persistent and self motivated.
- Ability to participate in a "team" environment.
- Willingness to attend and complete assigned self-improvement and professional development courses (some of which will involve travel both inside and outside of the state of Ohio.)
- Willingness to accept travel assignments for local class instruction which includes some Saturday classes.

- A minimum 8-year member in good standing in a participating Local Union(s) and 10,000 or more hours of experience while employed within the jurisdiction of the Laborers' International Union of North America.
- A minimum of 5,000 hours combined field experience in the disciplines taught in the "A" series of classes. As a result, the applicant should have a strong background in both field experience and training in: Line and grade work.

***In order to maintain the necessary high degree of versatility among the instructional staff, it is desirable that the new candidates (in addition to those specific skills noted above) also possess a "well-rounded" construction background. Ideally, prior work experiences and/or training has enabled the candidate to acquire a wide variety of skills, knowledge, and abilities relative to that field of work commonly recognized as being within the jurisdiction of the Construction Craft Laborer.**

***High school graduate (or G.E.D. equivalent.)**

INSTRUCTION JOB DESCRIPTION:

Subject to the rules and regulations as set forth by the Executive Director, the Instructor shall be responsible for:

I. CONDUCT

The Instructor will:

- **Accept and obey all rules, regulations, and directives issued by the Executive and/or Training Directors.**
- **Report to work on time and prepared for the training schedule: Curriculum organized, equipment operational, materials available, and trainees working as scheduled;**
- **Be clean and neat in appearance;**
- **Be calm and refrain from emotional out-bursts or displays of temper.**

The instructor accepts the job with full knowledge of the remuneration and conditions of employment, subject to the policies and procedures of the fund as published from time to time.

The instructor serves at the pleasure of the Board of Trustees, and is employed subject to all its policies and procedures as published from time to time. Any

communications to the Board of Trustees must be submitted through the Executive Director.

II. TEACHING TECHNIQUES

The Instructor shall:

- Plan, layout, and regulate training assignments so as to permit each Trainee active participation and use of each piece of equipment;
- Demonstrate the safe and efficient manner of assembling each type of decontamination unit and explain its use;
- Explain and demonstrate the use, necessary field maintenance and storage requirements on equipment and tools;
- Use realistic job assignments and insist that Trainees work in a business-like, professional manner;
- In the event the Trainees performance is not up to the school's standards, take the time to stop, explain, and demonstrate safe and skilled procedure;
- Refrain from criticizing Trainees performance without first demonstrating safe and skilled procedure;
- Have the Trainees demonstrate that they comprehend the subject matter before allowing them to work on their own;
- Use demonstrations as an integral part of the instructional plan wherever and whenever possible
- Monitor classroom and related activities, and encourage only those discussions which remain relevant to the subject matter
- Treat the Trainees with dignity and respect. Answer any serious question in a serious manner. (There is no such thing as a stupid question.)
- Be responsible for making a reasonable effort to instill confidence and work skills in the Trainees, and to teach them to work safely and efficiently. The Trainees need to know their place and value in the overall job picture.

III. CLASS PREPARATION AND CURRICULUM DEVELOPMENT

The Instructor shall:

- Confer as needed with the Training Director for equipment and material needs;
- Recommend to the Training Director and/or Executive Director curriculum changes that would improve the program;
- Adjust a lesson plan and time schedule for each subject he or she is to teach when it is necessary, and adhere to it as closely as reasonable;
- Read construction publications, magazines, manuals, books, etc., to gain further information relative to the school's curriculum, which may help improve individual knowledge and/or teaching skills;
- Prepare and/or recommend training aids that will help Trainees better understand what is being taught;
- Plan in advance, evaluate current inventory, and prepare requisitions for materials, equipment, and tools that will be necessary for proper and effective course instruction.

IV. TRAINEE DISCIPLINE

The Instructor will:

- Hold a strong discipline line with the Trainees, and insist they follow directions;
- Interpret and clarify written instructional materials, rules and regulations, and policies so the Trainee understands;
- Schedule and control all work breaks as approved by the Training Director and/or Executive Director including water, restroom, lunch, and quitting time;
- The Instructor does not have the authority to dismiss a Trainee. Discipline problems will be referred to the Training Director and/or the Executive Director.

V. TRAINING ATTENDANCE AND EVALUATION

The Instructor will:

- Make and verify daily attendance reports for his or her classes;
- Advise the Training Director and Executive Director of any Trainee performing poorly;
- Supervise and evaluate the Trainees performance and behavior.

VI. TRAINING AREA AND EQUIPMENT

The Instructor will:

- **Maintain the training area and classrooms in a clean, safe and orderly fashion;**
- **Be responsible for the proper care and storage of all the tools and equipment used during his or her class;**
- **Check equipment malfunctions and causes of equipment breakdown;**
- **Repair equipment if practical or “red-tag” and promptly notify the Maintenance Department, Training Director and/or Executive Director.**

VII. SAFETY AND ACCIDENT PREVENTION

The Instructor will:

- **Administer first aid for minor injuries;**
- **Investigate the accident or injury in his/her area of responsibility and make a written report to the Executive Director;**
- **Take immediate corrective action to prevent further accidents or injuries.**

To those interested in this position, and who feel they meet the necessary qualifications, please contact Executive Director Bob Chatterson or Training Director Dennis Underwood for an employment application at the following address:

**Ohio Laborers’ Training and Apprenticeship Trust Fund
Drexel J. Thrash Training Center
25721 Coshocton Road
Howard, Ohio
43028-9337**

Or call 1-800-635-7570 between the hours of 8:00 a.m. to 4:30 p.m. Monday through Friday. APPLICATIONS WILL BE ACCEPTED THROUGH AUGUST 31, 2017.

****EQUAL EMPLOYMENT OPPORTUNITY POLICY: Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, religion, national origin, handicap or veteran status.**