

OHIO LABORERS TRAINING CENTER – JOB OPENING

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FROM: Teresa Burson, Human Resource Director
Ohio Laborers Training Center

POST DATE: November 10, 2025

APPLICATION DEADLINE: December 5, 2025

Now Hiring: Security – Night Manager (Full-Time)

Location: Ohio Laborers Training Center (OLTC), Howard, Ohio

Hourly Rate: \$41.11/hour (hourly, non-exempt position)

Schedule: Sunday through Thursday, 4:00 p.m. – 12:00 a.m.

(This position is subject to overtime.)

About the Role

The Ohio Laborers' Training and Apprenticeship Trust Fund / Ohio Laborers Training Center (OLTC) is seeking a dependable and experienced **Security – Night Manager** to help maintain the safety and security of our campus and guests (students) during nighttime operations.

This position plays a vital role in ensuring a secure environment, supporting our mission of providing a safe and professional training experience for all. The Night Manager will work closely with an off-duty sheriff's deputy and report directly to the Executive Director.

Qualifications

We're looking for a motivated professional with strong leadership and communication skills who takes pride in their work and values integrity, teamwork, and accountability.

Minimum Requirements:

- Fifteen (15) years and 15,000 hrs. of work experience as a Construction Craft Laborer working for Ohio Locals.
- Experience in **security management** (preferred).
- Vocational certification in **Security Management** (a plus).
- High school diploma or **G.E.D. equivalent** required.
- Strong decision-making and problem-solving skills.
- Ability to work independently and maintain composure in high-pressure situations.

Key Responsibilities

- Ensure safety and security across all OLTC grounds and facilities.
- Maintain detailed **daily activity and incident logs**.
- Verify the security of all buildings and roadways.
- Support and assist co-workers as needed.

- Enforce OLTC site rules in regard to student behavior and actions.
 - Maintain professionalism when handling challenging or disruptive situations.
 - Perform other duties as assigned by the Executive Director.
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Physical Requirements

- Ability to sit, stand, stoop, climb stairs and bend frequently.
 - Ability to lift up to **50 pounds**.
 - Ability to walk or patrol for extended periods.
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Safety Responsibilities

- Administer first aid for minor injuries.
 - Investigate and document incidents and accidents; submit required reports to the Executive Director or his/her designee.
 - Take immediate corrective action to prevent future incidents.
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Why Join OLTC?

At the **Ohio Laborers Training Center**, we take pride in creating a safe, inclusive, and supportive workplace. Our team members are committed to excellence and to helping our students and staff succeed every day. If you're ready to take on a leadership role in maintaining a safe and positive environment, we want to hear from you!

How to Apply

Applications are being accepted **through December 5, 2025**.

To apply, contact:

Teresa Burson, Human Resource Director

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

 teresab@oltc.org

 Office: (740) 599-7915 ext. 2003

 Cell: (740) 816-3660

Applications can also be downloaded at www.oltc.org/careers.

(Note: Online applications must be printed and submitted via email or U.S. mail.)

Human Resources is available **Monday–Friday, 8:00 a.m. to 4:30 p.m.**, or after hours via cell phone.

Equal Employment Opportunity:

OLTC is an **Equal Employment Opportunity Employer** committed to fair and equitable treatment for all. We do not discriminate based on age, race, color, religion, creed, sex, gender identity or expression, sexual orientation, national origin, ancestry, marital or military status, disability, or any other classification protected by law.

ADA Accommodation:

If you require reasonable accommodation to apply or participate in the hiring process, please contact our Human Resources Director.