

## **OHIO LABORERS TRAINING CENTER JOB OPENING**

**POST DATE:** March 2, 2026

**POST END DATE:** March 27, 2026

**JOB TITLE:** Educational Instructor

### **QUALIFICATION REQUIREMENTS:**

The **Ohio Laborers' Training and Apprenticeship Trust Fund, Ohio Laborers Training Center** is currently in the process of recruiting a Full-Time Educational Instructor ("Educational Instructor") at the Drexel J. Thrash Training Center ("OLTC") located in Howard, Ohio. OLTC is primarily looking for a candidate with experience in construction sectors such as heavy highway, building trades, pipeline construction and utilities, among others.

To be an effective Educational Instructor, an individual must possess a broad knowledge and experience of the work as a **Construction Craft Laborer**. The instructor will be selected from the most qualified applicants with employment background with various aspects within the construction industry. The Educational 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);
- Willing to accept travel assignments for classes held at Ohio Local Union or Contractor sites (which may include some Saturday classes);
- A minimum 8-year or 10,000 or more hours of experience as a **Construction Craft Laborer**;
- Pass an employee background check; and
- Must be a high school graduate (or G.E.D. equivalent).

Desired but not required:

- Bilingual candidate - Spanish
- Possession of a CDL Class A license

To maintain the necessary high degree of versatility among the Educational Instructors, 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 a **Construction Craft Laborer**.

### **EDUCATIONAL INSTRUCTOR JOB DESCRIPTION:**

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

#### I. Conduct

The Educational Instructor will:

- Accept and obey all rules, regulations, and directives issued by the Executive Director, Training Director and Human Resource Director;
- Report to work on time and be prepared for the training schedule; Organize curriculum, ensure equipment is operational, ensure training materials are available, and monitor trainees;
- Be clean and neat in appearance; and
- Be calm and refrain from emotional outbursts or displays of temper.

The Educational Instructor accepts the job with full knowledge of the remuneration and conditions of employment, subject to the policies and procedures in the OLTC Employee Handbook, as amended from time to time and Directives from OLTC Directors.

The Educational Instructor serves at the pleasure of the Board of Trustees and is employed subject to all OLTC's Employee Handbook which contains policies and procedures. Any communications to the Board of Trustees must be submitted through the Executive Director.

#### II. Teaching Techniques

The Educational Instructor will:

- Plan, layout, and regulate training assignments so as to permit each Trainee active participation and use of each piece of equipment;
- 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 businesslike, 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]; and
- 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 Educational Instructor will:

- 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; and
- 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; and
- 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. Harassment complaints will be referred to the Human Resource Director.

### V. Training Attendance and Evaluation

The Educational 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; and

- Supervise and evaluate the Trainees performance and behavior.

VI. Training Area and Equipment

The Educational 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; and
- 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 Educational Instructor will:

- Administer first aid for minor injuries;
- Investigate the accident or injury in his/her area of responsibility and have the injured party complete an incident report, supervisor and witnesses will complete a report, and submit all to the Human Resource Director (see HR Director for report forms); and
- Take immediate corrective action to prevent further accidents or injuries. (i.e., provide safety training as to how to prevent the accident or injury occurring in the future, if applicable. A copy of said training should be turned into the Human Resource Director).

To those interested in this position, and who feel they meet the necessary experience and qualifications, please contact Human Resources Director Teresa Burson for an employment application or go to our online application at [www.oltc.org](http://www.oltc.org), see Career tab. The online application will be directed electronically to the Human Resource Director. Please provide a resume with your application and skillset sheet. In the alternative, please mail or email your application, resume and skillset sheet to the following address:

**Ohio Laborers’ Training and Apprenticeship Trust Fund  
Drexel J. Thrash Training Center**

Attention: Teresa L. Burson, Human Resource Director  
25721 Coshocton Road  
Howard, Ohio 43028-9337  
(800) 635-7570, Extension 2003  
Email: [teresab@oltc.org](mailto:teresab@oltc.org)  
[www.oltc.org](http://www.oltc.org)

**APPLICATIONS WILL BE ACCEPTED THROUGH MARCH 27, 2026**

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**Equal Employment Opportunity Policy**

OLTC is committed to providing equal employment opportunity in all our employment programs and decisions. Discrimination in employment on the basis of any classification protected under federal, state, or local law is a violation of our policy. Equal employment opportunity is provided to all employees and applicants for employment without regard to age, race, color, religion, creed, sex, gender identity, gender expression, transgender status, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, sexual orientation, national origin, ancestry, ethnicity, genetic information, marital status, military status or any other legally protected basis under applicable federal, state, or local law.

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**ADA Policy**

OLTC will assist you if you need reasonable accommodation when applying for employment at OLTC to enjoy the benefits and privileges of employment available to employees without disabilities. Please contact our Human Resource Director to request reasonable accommodation when applying for employment.