



Pipe Trades

UA LOCAL 393
TRAINING CENTER

DATE: February 1, 2022

TO: All Interested Parties

FROM: Brian Murphy

RE: Opening for HVACR Coordinator

NOTICE

The Pipe Trades Training Center will be accepting applications and resumes for the position of HVACR Coordinator for the Loyd E. Williams Pipe Trades Training Center.

The HVACR Coordinator provides the planning, organization, direction, coordination, and control to ensure all Journeymen and Apprentices are receiving the proper educational programs and practical training according to the standards outlined by the JATC.

The HVACR Coordinator develops and maintains Journeyman training classes that meet the current and future training needs of the industry.

The HVACR Coordinator acts as the primary liaison for apprentices with employers.

DUTIES

The HVACR Coordinator performs the following Instructional Duties:

- Schedules each class group logically through the curriculum.
- Submits schedules, class rosters, grades, instructor lists and other required reports to Foothill College.
- Properly places each apprentice and works with staff in tracking each apprentice.
- Schedules journey level classes.
- Properly matches instructors to subject matter and coordinates classroom space.
- Facilitates the purchase of all necessary classroom tools, materials and supplies.
- Encourages proper study habits, enforces attendance and class completion policies.
- Recommends instructors for employment and ensures new instructors receive required training.
- Adds, deletes, changes, and updates curriculum, courses, outlines, and text materials as needed. Coordinates these changes with instructors, staff, and Foothill College.
- Regularly reviews curriculum to ensure compliance with the requirements of Foothill College, the JATC and the UA as well as the needs of the industry.
- Coordinates examinations with curriculum, schedules examination dates and arrange for examination proctors.

- Maintains testing records and issues certifications.
- Implements disciplinary and corrective actions as needed. Identifies correlation between job site and classroom performance problems and takes corrective measures to prevent future incidents.

The HVACR Coordinator performs the following Field related Duties:

- Visits job sites. Observes, notes and assists as needed to ensure on the job training obligations are satisfactorily met. Verifies apprentices are working safely within their chosen craft.
- Monitors apprentices' work processes continuously throughout their apprenticeship.
- Prepares and assists with the rotation of apprentices in accordance with the Standards, Policies, Rules, and Regulations of the JATC.
- Reviews Apprentices' workbooks. Verifies they are correct, current, and maintained at the Training Center.
- Maintains current knowledge of health and safety laws as they apply to on-the-job training of apprentices. Works with State and Federal agencies in enforcing these laws.
- Completes the Foothill College Performance Agreement for each apprentice to ensure that they receive college credits for their work experience.
- Contacts employers to verify reason for lay-off of all apprentices who sign the out of work list.
- Approves Apprentice Training Agreements (Hunting Licenses) and verifies that the apprentice is working within his/her trade.

The HVACR Coordinator performs the following Management Duties:

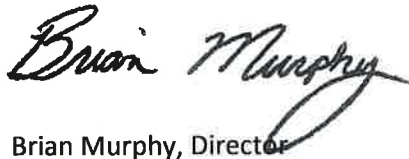
- Develops approved forms, procedures, and systems that meet the needs of the Training Center and the JATC.
- Attends and participates in JATC meetings, UA training conferences and other trade related events as requested or required.
- Reviews and evaluates the performance of instructors. Assists in identifying and attaining performance related goals for improving lesson plan delivery. Discusses unsatisfactory evaluations with the Director of Training.
- Develops Department policies and procedures. Submits to the Director of Training for approval prior to implementation.
- Utilizes the support of administrative personnel for performing all clerical related tasks.
- Participates in and conducts regular meetings to communicate current events, new trends, practices, and policies to appropriate Training Center personnel.
- As Equal Opportunity Officer the Curriculum Coordinator will take the necessary steps to investigate conduct in violation of the anti-harassment & anti-discrimination policies.
- Develops rapport with apprentices. Offers advice, resolution and discipline as requested or required including providing information for the rehabilitation of apprentices involved with chemical substances and alcohol abuse. Documents important events and maintains and updates files regarding such incidents.

- Reviews performance evaluations of apprentices. Assists apprentices in identifying and attaining work related goals for improving on the job performance. Discusses unsatisfactory evaluations with the Director of Training.

The HVACR Coordinator performs other duties as assigned

Interested parties must submit their cover letters and resumes to the Director of Training at the Pipe Trades Training Center by 4 p.m., February 15, 2022, in person or email (brian@pttc.edu). Resumes will be evaluated, and selected candidates will be notified of their interview date by February 17, 2022. Thank you for your interest.

Sincerely,

A handwritten signature in black ink that reads "Brian Murphy". The signature is written in a cursive style with a large, looping flourish at the end of the name.

Brian Murphy, Director
BM:cma