

# **Saskatchewan Piping Industry Joint Training Board**

## **Provincial Director of Training**

### **Job Description**

#### **Pre-Requisites:**

- Must have completed/passed a full apprenticeship Program in a Piping Trades
- Minimum 10 years post Journeyman in a Red Seal Pipe Trades
- Minimum of 3+ years of proven supervisory experience
- Member in good standing of UA Local 179
- Valid Driver's License
- Resident of Saskatchewan

**Reporting to:** Saskatchewan Piping Industry Joint Training Board of Directors

**Director of Training office location:** Saskatoon

**Duration:** initial contract duration is for a 6-month probation period.

**Remuneration:** TBD by Joint Training Committee

**Purpose of the Job:** To coordinate training and manage the programs for the membership at large by ensuring they have the necessary skills and technical competencies as per industrial standards in cooperation and collaboration with Local 179. The Provincial Training Director shall be hired by and report to the Joint Training Committee (JTC) and shall carry out the policies and instructions of the JTC.

#### **General**

This position provides direction, leadership and day-to-day management of educational and training activities to include administrative support to the Board of Directors of the Saskatchewan Piping Industry Joint Training Board. The Director is responsible for the coordination and organization of all programs and services as directed by the Board. The Director must demonstrate initiative, resourcefulness, and problem-solving skills in applying a detailed knowledge of the responsibilities, functions and underlying management structure of the organization and of the larger institution in organizing and independently prioritizing work, establishing procedures and systems, and ensuring orderly and timely work flow. Coordinates and administers human resource functions and manages annual budget spreadsheets and reviews to present to the Joint Training Committee. Acts for and makes decisions on behalf of the Board within the prescribed limits of authority.

The ability to work in a fast-paced environment, often under pressure, remaining flexible, proactive, resourceful and efficient, with an elevated level of professionalism and confidentiality is crucial to this role.

Requires exceptional written and verbal communication skills, strong decision-making ability and a high degree of attention to detail. Ability to work effectively with a variety of persons.

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**Management (25%)**

1. Manage and maintain office staff, systems and functions
2. Implement policies and procedures and manages the daily operational activities and special program activities
3. Maintain data system management of programs and services
4. Prepare monthly and annual detailed program reports to the JTC
5. Develop, adhere to and maintain the JTC 5-year Business Plan for the JTC
6. Ensure that all financial accounting and reporting functions of the JTC are fulfilled either personally or by a properly qualified and supervised designate
7. Manage the acquisition of facilities, supplies, equipment, instructors and teaching materials
8. Report program information to outside agencies as required
9. Schedule meetings for the JTC and act as liaison with outside agencies and members at large
10. Maintain compliance with national organizations and governments alike
11. Manage and coordinate program logistics
12. Coordinate all programs and events
13. Coordinate activities related to recruitment of new employees including screening, interviewing, reference checks and orientation
14. Prepare program and annual operating budgets and develop the administrative framework required to support education, training and development programs and initiatives
15. Formulate policies, procedures and schedules to support education and training operations and initiatives
16. Research and prepare grant applications to Government, Canadian Training Fund, others
17. Attend Board meetings and ensure the preparation of documents and reports as necessary for the JTC
18. Work with UA International, UA Canada and UA Canada Training Department as required
19. Work closely with Saskatchewan Apprenticeship on apprentice, upgrading, and training plan matters

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**Training, Programs & Services (65%)**

This position demands a high degree of organizational, interpersonal and multitasking skills. Working closely with the Board of Directors, the Provincial Training Director is responsible for the promotion, supervision and management of the apprentice and journeyman training requirements on behalf of the JTC. In this role, the Director has considerable independence in the performance of duties and will:

1. Develop an education, training and development model and determine the education, training and development needs that link directly to the members, their goals and objectives
2. Collaborate with industry, members and government officials to develop guiding principles, strategies and plans for training and education; if required, conduct comprehensive needs assessments to determine education, training and development priorities based on assessed needs, business impact and available resources
3. Coordinate existing training programs and provide consultation to contractors and members for development of job-specific training
4. Design, conduct and/or broker the delivery of training programs from a variety of resources; research, evaluate and select outside consultants and trainers to meet training needs as appropriate
5. Adapt all classroom curriculums to be culturally sensitive and age appropriate for maximum effectiveness
6. Establish evaluation criteria for programming
7. Conduct centralized training sessions for Apprentices attending trade school
8. Conduct programming evaluations and adjust programming as necessary
9. Coach members about career development strategies and techniques
10. Design, develop, implement and manage the delivery of training programs to meet the needs of members
11. Determine needs, develop and publish appropriate course curricula, based on complexity of topic(s) (Course and Program Syllabus)
12. Determining the appropriate training methodology(ies), based on location of students, cost and comparative effectiveness of methodologies
13. Determine and coordinate the scheduling of classroom/shop courses
14. Assign work to and monitor the performance of trainers and course developers (vendor management)
15. Develop and implement communication strategies and activities for publicizing and promoting training programs
16. Maintain personal contact with each apprentice to discuss the apprentice's progress and experience and consult with the apprentice's employer and supervising journeyman with respect to the timing and purpose of the contact
17. Organize, delegate and manage all pre-trades selection procedures and receive all applications for apprenticeship, counsel applicants appropriately and generally manage these processes according to the standards and expectations of the JTC
18. Receive and investigate all complaints from apprentices, instructors, supervising journeymen or employers and make recommendations to the JTC with respect to the complaints
19. Take prudent steps to protect the ownership and copyright of the JTC's training property, including intellectual property
20. Maintain familiarity with the various examinations and qualifications pertaining to the piping trades through any necessary means, including where ever possible, participation in the development of examination banks, national occupational analysis and curricula
21. On behalf of the JTC, participate actively in the development of codes and standards associated with the piping trade

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**Union (10%)**

1. Maintain effective communications with the Local Union and the employers with respect to relevant matters
2. Maintain an adequate set of records in accordance with good administrative practices so that the status and progress of every apprentice and journeyman is readily available
3. Maintain a complete set of records on the employers who are affiliated with the Local Union
4. Maintain continuous contact with affiliated employers to keep them informed of their needs so that their training and human resource development requirements are met
5. Develop and maintain an effective working relationship with the Local Union, the employer's association, the UA Training Department, affiliated JTC's in other jurisdictions and other groups or organizations as appropriate

**Individual specifications**

Applicants must fulfill the following criteria:

**Skills, ability and knowledge:**

This position requires strong analytical skills to: assess and evaluate the training requirements associated with implementation of the organization's short and long-term goals and objectives.

- Effective communication skills, interpersonal skills, negotiation skills, coaching and facilitation skills;
- Knowledge and awareness of current training and employment trends
- Knowledge and awareness of Saskatchewan's cultural diversities
- Strong Analytical and problem-solving skills
- Strong Decision-making skills
- Good planning, organizational, communications and research skills are required
- Good interpersonal skills are required to coordinate program initiatives and obtain maximum cooperation and participation from members and other agencies
- Strategic thinking ability
- Strong computer skills and familiarity with word processing (Microsoft Word), presentations (PowerPoint), spreadsheet (Excel) and communications (Internet and HP Desk) and Quick Base data base, and QuickBooks software. System training will be provided to successful applicant.

**Personal Qualities**

1. Accountable for personal responsibilities and be results driven
2. Attitude: takes initiative, proactive, supportive, resilient, tenacious, calm under pressure, motivated
3. Flexible outlook, keen to do whatever it takes to achieve a goal
4. Team player, aware of others needs, ability to share knowledge and skills and willingness to pitch in when company imperatives demand
5. Strong commitment to learning and lifelong development of personal skills
6. Strong commitment to organizational values and goals
7. Commitment to benefits and pressures of working in a small team: energy, enthusiasm, self-motivation, collegiate problem solving, working outside the box
8. Commitment to the health of the business, demonstrated by timely, professional attention to business development and delivery, financial plans / financial statements, general market awareness