



Metropolitan Sheet Metal
Journeyman & Apprentice
Training Trust Fund



3554 White Bear Avenue North ▪ White Bear Lake, MN 55110
Phone: (651) 779-6264 ▪ Fax: (651) 779-6065

TRAINING COORDINATOR JOB DESCRIPTION

Job Summary:

The Training Coordinator is responsible for, and assists the Committee in, the planning, development, administration and implementation of training programs and courses to satisfy the needs of the industry and the Metro Area members of SMART Local #10.

Essential Functions:

- Develops, implements, administers and maintains all training courses, policies and programs.
- Conducts needs assessments and identifies skills or knowledge gaps that need addressing.
- Develops short and long-range program goals and objectives.
- Implements changes in program policies, procedures and goals.
- Oversees daily operation of the apprentice and journeylevel training program.
- Manages financial funds, develops budgets and operates within budget guidelines.
- Maintains records.
- Supervises instructors and staff.
- Complies with all State and Federal regulations.
- Maintains facility and equipment.
- Coordinates Committee meetings.
- Recruits apprentices and instructors.
- Confers with and advises apprentices and journeylevel members as necessary.
- Performs all other administrative duties as required of the position.

Qualifications/Key Competencies:

- Five or more years of experience as a journeylevel Sheet Metal Worker.
- Advanced organizational skills with the ability to handle multiple assignments.
- Well developed analytical, record keeping and administrative skills.
- Well developed counseling, training and interviewing skills.
- Strong oral, written and interpersonal communications skills.
- Familiarity with traditional and modern training methods and techniques.
- Demonstrated leadership and supervision skills.
- Proficient computer skills in MS Office and/or similar programs.

METRO AREA SHEET METAL JATC

TRAINING COORDINATOR - COMPENSATION PACKAGE

05/19/2015

- **SALARY – GENERAL FOREMAN WAGE**

(40 HOURS OF PAY FOR 52 WEEKS PER YEAR)

NOTE: NO OVERTIME PAY
- **3 WEEKS PAID VACATION (ACCRUING DAY OF HIRE)**
- **HOLIDAYS: NEW YEAR'S DAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, THANKSGIVING DAY, THE DAY AFTER THANKSGIVING, LAST WORKING DAY PRECEDING CHRISTMAS DAY, CHRISTMAS DAY, LAST WORKING DAY PRECEDING NEW YEAR'S DAY**
- **SMART LOCAL #10 HEALTH & WELFARE PACKAGE**
- **LOCAL UNIONS AND COUNCILS PENSION INCLUDED**
- **AUTO ALLOWANCE OF \$190.00 PER WEEK**

NOTE: AUTO INSURANCE REIMBURSED UP TO A \$1200 ANNUAL CAP. MINIMUM LIABILITY COVERAGE TO BE 250K/500K