



Assistant Director/Instructor

Job Summary:

Mountain States Line Constructors (MSLCAT) is seeking a full-time Assistant Director/Instructor responsible for the Outside Line, Traffic Signal, Gas and other programs located in Brighton, Colorado. The individual will be responsible for planning, organizing and implementing the established instructional program in a learning environment in accordance with the job duties outlined below.

Job Duties and Responsibilities (include but not limited to):

- Instruct and train apprentices with the proper information and material needed to successfully complete the program.
- Maintains quality training by staying apprised of industry material and assist with the development of new curriculum both locally and nationally as needed.
- Provide up to date training. This may include labs, lectures and PowerPoints.
- Ensures a safe and pleasant learning environment for staff and students.
- Teach, counsel and mentor all students to uphold the Line Construction Industry culture as required by the IBEW and NECA partnership.
- Required to attend instructor development classes and maintain all certifications needed to instruct apprentices and journeyman including OSHA, First Aid, CPR, Rigger Signal Person and any other certification classes required by our industry.
- Administers written and practical exams.
- Assist in the day to day operations of the apprenticeship. This may include rotations, monitoring homework, ensure proper OJT hours and address apprentice issues in accordance with the policy.
- Hire and manage part time workers that will help the Assistant Director/Instructor deliver up to date and effective training material. These individuals must be professional, courteous and uphold all policies and procedures while representing MSLCAT, the IBEW and NECA.
- Attend all required meetings as requested.
- Must read and understand all MSLCAT policies, procedures and programs in accordance with federal and state standards.
- Support the office as needed and complete other duties as assigned.
- Help promote the program through outreach at job fairs and industry events.
- Actively manage the training facility schedule for all classes and trainings.
- Maintain the overall appearance both inside and out of the training facility through routine building and property maintenance.
- Manage equipment care and maintenance.
- Tool care and acquisition of tools needed for up to date training.
- Inspection, care and maintenance of the pole yard.



Physical and Mental Requirements:

- Must be self-motivated, positive in approach, professional and lead others to create, develop and implement process improvement(s).
- Must act as the JATC representative with local unions, vendors, contractors and others.
- Must possess proven problem solving and critical thinking skills and the ability to effectively read, write and give oral presentation(s).
- Must be able to travel as needed.
- Must possess the ability to learn various computer systems.

Education and Skill Requirements:

- Must possess at least a High School diploma or GED equivalency.
- Must possess a minimum of five (5) years' experience in the Line Construction Industry.
- Excellent written and verbal communication skills.
- Proficient computer knowledge and experience utilizing MS Office (Word, Excel and PowerPoint).
- Must be detail-oriented with high level organizational skills.
- Ability to communicate effectively with students and colleagues.
- Must have proven ability to manage multiple tasks simultaneously.

Overview:

- LINECO health, dental and vision insurance
- Eighth District pension and annuity
- NEBF
- Paid Time Off
- Holiday Pay
- Salaried
- Position is not considered a traditional M-F 8am-5pm

If you or anyone you know from the Line Construction Industry may be interested in this challenging yet rewarding position, please send resume to:

Fax: (801) 562-2939
Email: office@mslcat.org
Mail: Mountain States Line Constructors
Attn: Job Opening
8781 South Redwood Road, Suite 150
West Jordan, UT 84088
Phone: (801) 562-2929

All resumes need to be received no later than close of business September 9, 2019. All applicants will be reviewed and those determined to be qualified will be scheduled for an interview.