



## **NECA-IBEW Electrical Training Center (NIETC)**

### **Training Director Job Opening**

#### **Position Summary**

The NIETC Training Director plays a pivotal leadership role in the development, delivery, and continuous improvement of training programs at the Joint NECA/IBEW Electrical Training Center. This role ensures that the programs meet and exceed industry, state, and federal standards and that graduates emerge as highly skilled and employable professionals. The Director will drive innovation, embrace technology, and maintain the Center's reputation as a premier training institution nationally and globally.

#### **Essential Duties and Responsibilities**

##### **1. Program Development and Oversight**

- Design and maintain industry-aligned curricula incorporating NEC, OSHA, and Department of Labor standards.
- Ensure compliance with Oregon and Washington apprenticeship requirements.
- Integrate advanced technologies (e.g., simulators, e-learning platforms, lab innovations).
- Evaluate and revise programs regularly based on feedback and industry changes.

##### **2. Instructor Management**

- Lead recruitment of skilled, experienced instructors.
- Oversee training, mentorship, and performance evaluations for all instructional staff.
- Cultivate a professional culture of excellence, development, and accountability.

### **3. Apprentices and Student Support**

- Provide direct support and guidance to apprentices throughout their training journey.
- Monitor student performance and implement support interventions as needed.
- Foster a strong safety culture throughout all instruction and practical applications.
- Support apprentice employment and mobility by liaising with other JATCs and regional employers.

### **4. Industry and Stakeholder Collaboration**

- Build and sustain partnerships with NECA, IBEW, employers, and industry leaders.
- Coordinate regularly with pre-apprenticeship programs to align workforce readiness efforts.
- Promote job placement and long-term career development opportunities for graduates.

### **5. Compliance and Reporting**

- Ensure full compliance with accreditation bodies and regulatory agencies.
- Stay current on updates to electrical codes, licensing rules, and apprenticeship laws.
- Maintain meticulous records of enrollment, progress, certifications, and instructor credentials.

### **6. Leadership and Vision**

- Develop a long-term strategic plan aligned with industry needs and community goals.
- Lead a collaborative team environment driven by transparency and purpose.
- Manage operational challenges with professionalism and urgency.
- Leverage professional resources and consultants as needed to support Center operations.

### **7. Budget and Resource Management**

- Oversee all financial aspects of the Center including budgeting, spending, and resource planning.

- Maintain facilities and labs to meet instructional needs and technological advancements.
- Pursue grants and funding to expand and enhance program offerings.
- Ensure compliance with ERISA requirements; responsibly manage resources for plan participants.

## **8. Community Engagement**

- Represent the NIETC in community, industry, and educational outreach efforts.
- Foster relationships with schools, vendors, elected officials, and community organizations.
- Promote diversity, equity, and inclusion in all outreach and recruitment strategies.
- Act as the public face of the NIETC, highlighting achievements and engaging stakeholders.

## **Key Competencies**

- Visionary leadership and strategic planning skills.
- Expertise in electrical construction and apprenticeship programs.
- Advanced communication and team-building capabilities.
- Strong problem-solving and decision-making aptitude.
- Dedication to equity, inclusion, and continuous improvement.
- Financial acumen and understanding of compliance frameworks.

## **Performance Evaluation**

- The Trustees will review progress on the above responsibilities within six months of appointment.
- Evaluations will be based on measurable data, strategic milestones, and program impact.

## **Resumes and Cover Letters should be sent to both:**

- Garth Bachman, Business Manager for IBEW Local 48 - [busmgr@ibew48.com](mailto:busmgr@ibew48.com) and
- Todd Mustard, Executive Director for the Oregon-Columbia Chapter of NECA – [todd@orecolneca.org](mailto:todd@orecolneca.org).