



Apprentice and Training Coordinator

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
452	Exempt	2-Professionals	AFSCME	8	5/12/99	1089	1 of 1

DEFINITION: Under general supervision, responsible for the implementation, coordination, and maintenance of the District's mechanic apprenticeship program.

DISTINGUISHING CHARACTERISTICS: The incumbent in this classification uses significant journey-level experience and expertise in heavy-duty coach mechanics to prepare training materials and provide direction to program instructors; works in concert with the District's apprentice mentor; and serves as the District's program administrator and liaison to the Joint Apprenticeship Committee (JAC).

EXAMPLES OF DUTIES/FUNCTIONS: Duties/functions may include, but not be limited to, the following:

- Serves as the Secretary and District liaison to the Joint Apprenticeship Council and serves as the District's point of contact for the State of California Department of Apprenticeship Standards.
- Prepares written and oral reports concerning all aspects of the apprenticeship program including individual apprentices performance, program accomplishments and related documentation, and state mandated reporting.
- Prepares correspondence on behalf of the Joint Apprenticeship Committee.
- Prepares and implements recommendations on training program policy, procedures, and practices and serves as an adviser on program issues to the Joint Apprenticeship Committee.
- Prepares an operating budget for the apprenticeship program.
- Coordinates and evaluates the participation of educational agencies and program instructors.
- Ensures program adherence to District rules, policies, procedures and practices.
- Provides technical advice to instructors and supervisors of apprentices on evaluating work progress, recognizing acceptable work behaviors, and correcting unacceptable work behaviors.
- Travels to work site(s) of apprentices working on a variety of shifts.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education/Training: Successful completion of a recognized heavy-duty mechanic apprenticeship program.

Experience: One (1) year journey-level experience as heavy-duty coach mechanic and one (1) year supervisory experience equivalent to the level of Maintenance Supervisor with the District.

Knowledge Of: Techniques, methods and elements of apprentice and other on-the-job training; methods and principles for evaluating training effectiveness; purposes, functions, and policies of the Division of Apprenticeship Standards and the California Apprenticeship Council; California laws and regulations pertaining to apprenticeship and other training; labor-management relations, wages, hours, working conditions, and fair employment practices; and collective bargaining agreements.

Ability To: Develop, evaluate, and implement apprenticeship program policies and procedures; plan and organize an apprenticeship program; develop apprenticeship training materials; develop and administer a budget; prepare and present oral and written reports; maintain a variety of program and participant records; establish and maintain effective and cooperative relations; travels to various work sites; and effectively use modern office equipment and business software.

License/Certification: Possession of a valid California Class "C" Drivers license.