



**PLUMBERS AND STEAMFITTERS
Local 290 Training Center**

20220 S.W. Teton Ave., Tualatin, OR 97062-8810
503-691-1997 • 1-866-299-6290 • Fax 503-691-0908



**Weld Shop Assistant Coordinator Job Posting
June 14, 2022**

To apply for this position, please submit your resume through the posting on Indeed, linked here (copy and paste into your browser):

https://www.indeed.com/viewjob?t=weld+shop+assistant+coordinator&jk=400563332416e354&_ga=2.133820746.571721105.1655241145-1238003586.1653587606

No phone calls and please do not directly contact the Training Center to apply. If you have any questions, please email to hr@290tech.edu

Summary

The Weld Shop Assistant Coordinator supports the Weld Shop Coordinator and Training Centers by supervising hands-on training and practice in the weld shop in the evenings and weekends, being the on-site supervisor and contact for all in-person evening and Friday and Saturday training for the Tualatin Training Center, supporting and providing welding instruction, visiting satellite training centers, managing materials inventory and assisting with other special projects and events. In addition, this role .

Reports to: Director of Training and Assistant Director of Training
Status: Full-time, Hourly, Non-exempt, At-will, Non-represented
Pay and benefits: \$2,027.20 weekly, approximately \$105,414.40 annual base salary
+ Benefits + Local, National, and Officers Pensions
Schedule: Summer 8:00am to 5:00pm Tuesday through Saturday
School Year 1:00pm to 9:00pm Tuesday, Wednesday and Thursday and
8:00am to 4pm Friday and Saturday (additional hours or flexible
scheduling)

Other Benefits + Resources include:

- Company phone and laptop
- Healthcare benefits individual + family, 100% paid
- 160 Hours Of Paid Time Off (PTO) Per Calendar Year
- Eligible to participate in the UA local 290 401(k) plan, subject to plan terms (no matching)

About

Our Joint Apprenticeship Training Committee's (JATC) primary mission is to train highly qualified, skilled and marketable Plumbers, Steamfitters, and HVAC/R technicians for our industry. We are dedicated to developing professionals who bring expertise, character and a



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sense of teamwork to the clients we service, the contractors who employ us and the union we represent.

Core Duties

- Supervising coordinator for evenings and weekends when scheduled, providing a point of contact in person for Tualatin instructors and apprentices, and by phone for satellite Training Centers
- Walking through and securing Tualatin Training Center after evening and Friday and Saturday trainings
- Manage weld shop inventories for all Training Centers, including tracking supplies, tools and evaluating usage and loss
- Ordering coupons, other parts and supplies for all Training Centers
- Moving equipment and pipe with a forklift
- Organize and sort materials
- Monitor and change gas cylinders in Tualatin Training Centers
- Sanitize PAPr welding hoods for all Training Centers
- Assisting with special training events, ensuring materials are organized and available as needed, as well as clean-up and organization
- Available to fill-in for weld shop supervision during daytime hours during scheduled shifts
- Available to fill-in for weld shop instructors if needed to cover absences
- Visit satellite training centers to assess inventory and other needs on a quarterly basis

Other Duties and Activities will be assigned or updates as needed

Knowledge, Skills and Abilities

- Self-directed in work, meets or exceeds expectations for completing duties independently
- Good customer service skills, helping and quickly responds to needs
- Ability to organize and prioritize
- Communicates well and in a clear, precise manner
- Ability to solve problems and make jobs run efficiently
- Works well with others

Experience

Work Experience, Education and Skills:



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- 1-2 years in a similar role required
- Some experience with inventory management and control required
- 1-2 years experience welding preferred
- Knowledge of welding equipment and consumables required
- Working knowledge of Office 365 Programs, including Outlook
- Ability to drive a company vehicle with current license and minimal traffic infractions, subject to approval by the Training Center auto insurance policy
- Organizational ability
- Forklift certification preferred, can be provided
- Class 5 Boiler license preferred
- Previous weld certifications preferred

Environment

This position is on site, and is mostly standing, walking, bending, and using tools, occasionally driving long distances, occasionally using a forklift. Regular lifting up 50 lbs. The main campus where the job mostly takes place is large and flat, significant walking is required to get from building to building.

Travel

Occasional travel to other training center locations if needed.

ADA Statement

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

EEO Statement

The Local 290 Training Center provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or status as a veteran or disabled veteran, or any other protected status in accordance with applicable local, state and federal laws. In addition, the organization complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities or job sites. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.