

ASSOCIATED BUILDERS AND CONTRACTORS OF METRO WASHINGTON POSITION DESCRIPTION

CRAFTMASTERS TRAINING ACADEMY MANAGER Updated: March 2020

REPORTS TO: Director of Education
ACCOUNTABLE TO: Director of Education
President & CEO

SCOPE: Manage the Instructor cadre and day-to-day operations of the Training Academy. Manage the training facility and coordinate apprenticeship, craft training, and other educational activities. Recruit, train, evaluate and coach instructors. Work with the Education Director to develop and implement strategies to grow the Academy and ensure high quality of instruction. Timely and accurately accomplish related administrative requirements.

CLASSIFICATION: Exempt

PRIMARY DUTIES:

1. Manage the Instructor cadre and day-to-day operations of the Training Academy. Recruit, train, evaluate and coach instructors including appropriate levels of direct monitoring of instruction for both on- and off-site trainings
2. Serve as a liaison to NCCER and obtain/hold NCCER master trainer certification
3. Create and manage the schedule and online listing of classes to include apprentice, craft, safety and specialty/selective programs
4. Financial duties (i.e. track and validate receipts and invoices; assist Director with budget development, etc.)
5. Administer student discipline and handle attendance problems and safety matters
6. Work with Director of Workforce Development in workforce development activity and counsel students on educational, vocational or professional matters as appropriate
7. Serve as on-site liaison to instructors and students to solve problems, coordinate material needs, etc.

8. Using NCCER curriculum, adult learning principles, feedback from businesses and students using the Academy, develop and coordinate exceptional trainings that comply with all appropriate standards and regulations
9. Research new training techniques and evaluate effectiveness of current training through a variety of methods including personal observation and feedback from students and member businesses.
10. Coordinate and conduct student and instructor info sessions and orientations
11. Update and maintain guidebooks for students, instructors and employees
12. Conduct advance placement exams
13. Oversee inventory of textbooks, materials, and instructor supplies and utilize effective strategies to control cost and waste.
14. Oversee facilities management activities:
 - a. security (includes monitoring cameras and access control)
 - b. supplies and equipment maintenance
 - c. building maintenance, housekeeping and organization
 - d. waste removal (cans and dumpster)
15. Timely and accurately accomplish administrative requirements related to the above and otherwise tasked.
16. Provide exceptional member services in a professional manner
17. Network to promote Academy offerings and assist with registration and/or other duties as assigned at all ABC functions, including -- but not limited to -- monthly general membership meetings, annual golf outing, staff mailings and special events
18. Perform other duties as assigned

SUPERVISION RECEIVED:

Operates under supervision of Director of Education and is expected to perform all tasks related to the position's basic functions with minimal direct supervision.

KNOWLEDGE, SKILL AND EXPERIENCE REQUIRED:

- 3+ years in training/education and/or management-level experience. Management experience preferred in construction-related management. Experience in adult education programs and/or apprenticeships also preferable.
- B.A./B.S. degree in education, a construction-related field, industrial arts, engineering, chemistry, General Business or Human Resources or similar field from an accredited post-secondary institution.
- Willingness and ability to qualify and immediately obtain a NCCER Master Trainer Certification.
- Strong communication skills, both written and oral.
- Ability to effectively prioritize and be strategically focused while handling varied day-to-day tasks and issues.
- Strong team player
- Must be a highly competent self-starter.
- Knowledge of the construction industry required, direct experience in the broad construction, maintenance, or engineering or related fields a plus.
- Strong leadership capabilities and ability to manage others (recruit, hire, train, evaluate, mentor, etc).
- Exceptional interpersonal skills and ability to work well with a variety of individuals including students, staff members, ABC members, volunteers and public.
- Demonstrated and strong problem solving and decision-making skills
- Exceptional customer service skills to fulfill great customer service expectations for external clientele of many types and internal personnel
- Skilled at both project management and time management, detailed oriented and organized to handle varying and needed administrative detail.
- Adaptable with task-oriented flexibility and able to “change gears.”
- Financial skills to maintain a budget and handle financial records
- Proficient in MS Office and database management