Position Title: Apprentice Utilization Program Coordinator
Reports to: Apprentice Utilization Program Director
Supervisory Responsibilities: No
Employment Status: Part Time, 20 hours per week, $35 per hour

Since inception, Building Futures’ Apprentice Utilization Program (AUP) has combined policy and program work to ensure that registered apprentices are being utilized on active construction projects throughout Rhode Island, and that new employment opportunities as registered apprentices are provided to Building Futures’ pre-apprenticeship program graduates to begin their life-long careers.

Primary Responsibility: Under the direction of the AUP Director, the AUP Coordinator will have a primary responsibility for the AUP implementation on specific construction project sites, including on-site project visits to ensure that workers are in compliance with OSHA regulations and that payroll recordkeeping is taking place as needed (e.g. Certified Payroll Daily Logs, etc.). At the direction of the AUP Director, this position will attend progress meetings with contractors and project representatives and document proceeding, including next steps as identified related to apprentice hiring and utilization. Along with an AUP Consultant, and in partnership with the Training Director, the AUP Coordinator will provide technical assistance to contractors on compliance monitoring to ensure achievement of apprenticeship hiring and utilization goals set for large-scale construction projects. This position will provide placement planning and technical assistance to contractors on multiple sites and coordinate with multiple building trades’ unions as well as pre-apprenticeship program staff.

Secondary Responsibility: In partnership with the AUP Director and Consultant, the AUP Coordinator will be responsible for contractors’ use of the AUP Online Reporting System on active projects to ensure effective and accurate monitoring of project AU goal achievement and labor data reporting and improve graduate apprentice placement and utilization.

FUNCTIONS
1. Planning and Technical Assistance
   a. Assist in developing project-based hiring plans and targets for new apprentice hires pre-project (or pre-scope commencement) and/or for the deployment of incumbent apprentice employees.
   b. Coordinate and implement on-site progress meetings with owners, prime contractors and specialty trade contractors to monitor goal achievement.
   c. Connect new apprentices for placement to perform obligated contractor’s scope of work at each phase of the construction project.
   d. In conjunction with the respective labor union, provide Building Futures’ graduates as new apprentices to contractors with inadequate incumbent apprentices to achieve AU goals.
   e. Troubleshoot contractor performance based on AUP compliance obligations and goals.
2. Project Monitoring, Reporting and Site Visits
   a. In partnership with the AUP Director and Consultant, ensure that contractors accurately use the online AUP reporting system in a timely manner.
   b. Support the AUP compliance team, monitor projects and ensure contractor compliance with specific project-based goals, such as local hiring, compliance with safety standards (OSHA 10, PPE, etc.) and certified payroll documentation, as well as diversity, residency, gender and apprenticeship utilization rates.
   c. Review monthly project summary data and contractor reports to identify opportunities to improve project compliance and performance towards project goals.

3. Other Duties as Assigned

Qualifications
   • Experience with the preparation, administration and management of construction contracts preferred, with a minimum of 10 years non-residential construction experience.
   • OSHA 10 certification at minimum, with OSHA 30 preferred.
   • Ability to develop and maintain strong and effective relationships with contractors and unions.
   • Demonstrated ability to work independently, as well as collaborate in a team environment.
   • Ability to prioritize multiple competing tasks and activities.
   • Strong critical thinking, organizational and communication skills.
   • Self-motivated, creative, organized and committed to personal and organizational excellence.
   • Competency with computer programs, including databases, excel, word and outlook.

To apply:
Please send cover letter and resume to Andrew L. Cortés, Executive Director, at acortes@bfri.org with the subject line: AUP Coordinator

Resumes without a cover letter will not be reviewed.
Building Futures launched in 2007 as a construction industry partnership focused on leveraging the Registered Apprenticeship model of workforce development. For over 100 years, unions and employers have jointly operated quality registered apprenticeships in the construction occupations to train individuals as highly-skilled tradespeople. Our work spans three distinct but highly aligned areas.

For the benefit of low-income Rhode Islanders, Building Futures developed and operates a comprehensive pre-apprenticeship program to prepare diverse, low-income men and women for success in employment as registered apprentices in the building trades. In addition, we work in partnership with a wide range of stakeholders to ensure construction projects provide employment opportunities for apprentices at the appropriate level to meet future demand for skilled labor through our Apprentice Utilization Program. Our pre-apprenticeship and apprentice utilization program together provide an effective system for workforce development in Rhode Island’s construction sector.

From this foundation, we have established Apprenticeship Rhode Island, an initiative to expand the use of Registered Apprenticeship beyond the construction sector. Now, we are helping develop new registered apprenticeship programs in multiple sectors, which include healthcare, information technology, advanced manufacturing, and marine trades, among others. Working with employers, industry partnerships, government, and community-based organizations, we are spreading the proven model of Registered Apprenticeship to benefit the state’s workforce and economy.

Building Futures is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.