



BUILDING FUTURES – POSITION DESCRIPTION

Position Title:	Apprentice Utilization Program Director
Reports to:	Executive Director
Supervisory Responsibilities:	Potentially
Employment Status:	Full Time, \$70,000 – \$80,000

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 Executive Director, the AUP Director will have primary responsibility for the AU program development, administration, implementation and growth. This is a senior-level position in the organization that has supervisory responsibilities for the AUP department and staff. Along with an AUP Consultant and AUP Coordinator, and in partnership with the Training Director, the AUP Director will implement the program state-wide, providing technical assistance and compliance monitoring to ensure contractors achieve apprenticeship hiring and utilization goals set for large-scale construction projects. This position will provide placement planning, data/report monitoring, and technical assistance to contractors on multiple construction project sites and coordinate with multiple building trades' unions as well as Building Futures' pre-apprenticeship program staff.

Secondary Responsibility: In partnership with the Finance and Operations Director, the AUP Director will be primarily responsible for the newly-developed *AUP Online Reporting System* and its use on active projects by awarded construction contractors, to ensure effective and accurate monitoring of project AU goal achievement and labor data reporting and improve graduate apprentice placement and utilization.

FUNCTIONS

1. Apprentice Utilization Program

- a. Develop systems, documentation processes, and standard operating procedures for project kickoff, hiring, monitoring, and tracking for various types of AUP projects and for additional goals as applicable.
- b. Review project-specific agreements – such as tax stabilization agreements, municipal ordinances, state laws, private and/or public procurement policies and Community Workforce Agreements.
- c. Develop 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.

- d. Work with Project Owners/Developers, Prime Contractors and all tiers of subcontractors to achieve project AU goals, and to ensure seamless implementation of the apprentice utilization program on a project-by-project basis.
- e. Monitor the AUP online reporting system, ensuring reporting data is current and accurate, and coordinate with other staff to ensure the effectiveness and functionality of the reporting system.
- f. Review monthly project summary and contractor reports to identify opportunities to improve project compliance and performance towards project goals.
- g. Troubleshoot contractor performance based on AUP compliance obligations and goal; document and follow up on compliance issues and positive performance.
- h. Lead AUP project committee meetings to review AU exemption requests and ensure contractor compliance. Coordinate and implement on-site progress meetings with owners, prime contractors and specialty trade contractors to monitor goal achievement as appropriate.
- i. Work with labor unions and jointly administered apprenticeship programs to accept and place Building Futures' graduates on projects with specific AU goals.
- j. Coordinate and manage the grant-funded contractor incentive program to subsidize and stimulate hiring of recent Building Futures' graduates.

2. Industry Planning & Coordination

- a. With input from relevant stakeholders, develop long-term strategy for expanding the Apprentice Utilization Program and impacts, including changes in policy and practice at various levels.
- b. Staff and coordinate regular meetings around construction-related goals with the City of Providence and multiple departments with construction goals, and document achievement or non-compliance of the recipients of tax stabilization agreements for the City legal department.
- c. Attend and engage RI Building & Construction Trades Council meetings, gaining upcoming project and apprenticeship program information from the respective trade unions.
- d. Staff and coordinate regular meeting of the Building Futures' Construction Advisory Council to achieve construction industry goals, focused on non-residential building construction.
- e. Staff and coordinate regular meeting of the Building Futures' Heavy & Highway Council to achieve construction industry goals, focused on RIDOT infrastructure construction.
- f. Staff and ensure follow-through on work flowing from and to these two industry councils, and drive strategy implementation as appropriate.

3. Other Duties as Assigned

Qualifications

Alignment and commitment to our organizational mission is essential: Our mission is to meet employer and industry need for skilled workers through the Registered Apprenticeship system while creating family-sustaining careers for people experiencing poverty. Additionally, successful applicants will have:

- Five or more years of experience in development and leading programs or departments preferred. A minimum of three years of project/program management experience required.
- Experience with the preparation, administration and management of construction contracts 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-motivation and a creative commitment to personal and organizational excellence.
- Competency with computer programs, including databases, Excel, Word and Outlook.

To apply: Please send cover letter and resume to Shelby Mack, Chief of Staff, at smack@bfri.org with the subject line: **AUP Director**.

Resumes without a cover letter will not be reviewed.

About Building Futures

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 boat building, 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.