



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

APPRENTICE AND TECHNICAL TRAINING UNIT MANAGER

Group-Section: Water System Operations Group	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 064 Job #: UM003
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JOB SUMMARY

Responsible for managing and supervising Metropolitan's apprenticeship and environmental, safety, and technical training programs and supporting the development and delivery of training for the technical and skilled trades and crafts and related occupations. Ensures that all apprenticeship programs conform to the standards and policies set by Metropolitan and its Board; and that all environmental, safety, and technical training programs conform to the standards and policies set by federal, state, and local agencies as well as Metropolitan policies and procedures. Areas of responsibility include the oversight and facilitation of training curriculum, resource development, and administrative infrastructure development required to support the delivery of technical skills training in a multimodal training environment (e.g. classroom lecture and lab, on-the-job training, and self study). Other areas of responsibility include monitoring apprentice progress and completion requirements; monitoring program development and training effectiveness; and liaison with program participants, instructors, managers, educational institutions, and federal and state regulatory and oversight agencies.

OVERSIGHT

Oversight Received: Receives general direction from the Section, Assistant Group, or Group Manager.

Oversight Given: Manages and supervises a staff of managers, professionals, technicians, and skilled craft workers.

JOB DUTIES

1. Manages the Apprentice and Technical Training Unit, which includes the Safety and Technical Training Team and the Apprenticeship Program.
2. Oversees the scheduling, delivery, and record keeping of technical training and apprenticeship program. Evaluates the performance and effectiveness of the technical training and apprenticeship programs. Utilizes various metrics and industry comparisons to conduct the evaluations.
3. Maintains appropriate accreditation for the Apprenticeship Program. This includes interfacing with the Local Education Agency and maintaining program accreditation with the Community College system and the State of California. Participates in and responds to the Joint Apprenticeship and Training Committee.
4. Manages and ensures technical training staff is delivering appropriate level training to cover regulatory requirements for safety and environmental training.
5. Develops training staff to provide the appropriate level of subject matter expertise related to safety, environmental, electrical, electronics, mechanical, hydraulics, water treatment operations, water distribution operations, equipment and specialty roles.

6. Manages staff to conduct strategic customer needs assessments to define training content and identify knowledge and skill gaps; directs staff in the development and delivery of new training, and updating of existing training curriculum.
7. Manages staff to instruct all levels of employees, trainees, apprentices, and journey-level workers in safety, skilled trades and technical courses including current and emerging practices, trouble-shooting problems, and applicable codes and safety and environmental regulations using a variety of educational strategies, training methods, and delivery options including classroom, lab exercises, simulations, on-the-job, hands-on manipulative practice exercises and electronic learning.
8. Manages staff to provide training for the System Operating Orders Manual (SOOM).
9. Develops staff to provide expertise in best-in-class learning strategies, methods, processes and curriculum for developing workforce capability.
10. Manages staff to use appropriate assessment methodologies including written examinations, and practical hands-on demonstrated proficiencies.
11. Manages staff to perform examination evaluations and grading, required record keeping, and reporting functions related to training and educational activities.
12. Manages staff to stay abreast of best practices in training to continuously develop methods for renewing/refreshing curriculum.
13. Interacts with staff, team members, managers, apprentices, trainees, and journey-level workers within Metropolitan and other training professionals and consultants outside Metropolitan.
14. Manages and ensures effective administration of training processes and policies.
15. Oversees and participates in the development and administration of the annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; and monitors and approves expenditures.
16. Selects and assigns staff ensuring compliance with all hiring and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentors employees; prepares reviews and approves performance evaluations; identifies employee development and training requirements.
17. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Associate's degree from an accredited college or university and twelve years of increasingly responsible experience, of which two years must have been in a project management, supervisory, or lead capacity; or a bachelor's degree from an accredited college or university and ten years of increasingly responsible experience, of which two years must have been in a project management, supervisory, or lead capacity; or an advanced degree from an accredited college or university and eight years of increasingly responsible experience, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of: Adult education strategies and vocational, industrial, and technical skills training development, delivery, and management; training concepts and procedures; standard training techniques; management and supervisory concepts and techniques; team building; budgetary concepts and procedures; relevant federal, state, and local laws; contract administration; and trends and emerging technologies of training operations.

Required Skills and Abilities to: Manage a diverse work force; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; exercise judgment and discretion; interpret and analyze results; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; and use business applications such as word processing and spreadsheets.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

- None

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. The work environment may include some exposure to outside elements. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements