

**International Union of Operating Engineers
Local 49**

**AREA
BUSINESS REPRESENTATIVE**

Job Description: The Area Business Representative will provide full union representation in all aspects of employment for members working mainly under the Highway & Heavy and Builders Agreements. This position includes daily monitoring of assigned geographic area by the Business Manager to ensure the terms and conditions of Local 49's Collectively Bargained Agreements are followed by members, employers, and other trade unions.

Duties, Responsibilities and Conditions:

Local 49 Business Representatives must be capable of:

- Performing duties independently, and be self motivated
- Investigate possible violations of the Collectively Bargained Agreement
- Mediate disputes between members, employers, and other trade unions
- Collect Prevailing Wage Information for submittal to the Department of Labor
- Obtain signed contracts from new Employers and re-sign Employers signed under previously negotiated agreements
- Collect dues and issue receipts to members of Local 49
- Participate and promote involvement in the political process at the local, state, and national level
- Attend Pre Job Meetings
- Attend job site safety meetings
- Job can require long hours, evening, weekends and availability at all times as critical situations may develop in the workplace that need immediate attention.
- Responding appropriately and resolving work related situation such as a management crisis; hostility on the job
- Performing duties under all types of job-site conditions
- Traveling around the Duluth area with some occasional travel outside of the Duluth area.
- Willing to commit to continuous learning
- Using discretion in confidential situations
- Preparing and submitting weekly internal reports
- Participating in ongoing training to upgrade required skills
- Business Agents are also required to participate in Union related activities such as meetings, summer picnics, holiday parties, and related events that may involve evenings or weekends.
- Servicing and educating the membership, organizing non-members
- Promoting the local union and attending all staff and General Membership meetings

Job Requirements

Applicants must be current members of Local 49. Valid driver's license, with excellent driving record. The job requires a person who is alert, outgoing, and adept in their relations with all types of people (union members, business proprietors, officials in the labor movement, and employer association representatives). The Business Agents must demonstrate common sense, diplomacy, strong interpersonal skills and professionalism in both appearance and attitude at all times. Good written and verbal communication skills are highly desirable, including being capable of reading and interpreting documents. A valid driver's license, basic computer skills, familiarity with Microsoft Word and Outlook Express are desired.

Individuals applying will be subject to a criminal background check and a DMV check.

All resumes will be reviewed by Local 49's Hiring Committee and interviews will be conducted by the Committee. Final candidates will be interviewed by the Business Manager who will offer the position to the candidate of their choice.