

**International Union of Operating Engineers  
Local 49**

**DISTRIBUTION PIPELINE  
BUSINESS REPRESENTATIVE**

**Job Description**

The Distribution Pipeline Business Representative will provide full union representation in all aspects of employment for members working under the National Distribution Pipeline Agreement. This position includes daily monitoring of all distribution work in our jurisdiction to ensure the terms and conditions of the agreement are followed by members, employers, and other trade unions. Work with contractors and the Local 49 Training Center to help facilitate and create a specific training program for the distribution industry. The candidate will work directly with our existing pipeline business agent and assist when needed on mainline pipeline projects.

**Qualifications**

- Must have worked in the distribution pipeline industry and demonstrate a strong knowledge of the industry
- Moderate experience in mainline pipeline industry is preferred
- Must be willing to travel, this agreement covers three states, however the majority of the work for distribution is in the Twin Cities Metro Area.
- Must be a self-starter – this is a new position; it will require ideas and the ability to implement them.

**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 and job site safety meetings
- Position requires long hours, evenings, 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 Twin Cities area with travel outside of the Twin Cities area when needed
- 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. Basic computer skills, familiarity with Microsoft Word and Outlook Express are desired.

All applicants 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.