

IUOE Local 49 Organizer/Business Agent

The candidate who fills this position will spend 75% of their working hours performing Organizer duties, and 25% of their time performing Business Agent duties.

This position will office out of our Bagley Union Hall.

Organizers employ various methods to secure recognition for workers of a company or sector of a company, with the ultimate goal of establishing a union contract or collective bargaining agreement with the Employer.

Organizer Responsibilities:

- Follows direction from and reports directly to the Organizing Director and the Business Manager.
- Managing all aspects of assisting and or administering union, organizing campaigns, including campaign start-up, committee building, leading meetings, and workplace actions.
- Arrange job site visits to non-union workers to make contact and listen to their concerns.
- Plan and execute organizing campaign strategies following the organization's guidelines and processes
- Unionizing- non-union workers
- Awareness and education of labor laws that have an impact on union related activities
- Build strong relationships with workers and employers
- Keep records, notes, and related information in an organized manner
- Research, learn, and understand different industries and employers to develop targets and meet organizing goals.

Business Agent Responsibilities:

Local 49 Business Agents 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 & 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
- Willing to commit to continuous learning & participate in ongoing training to upgrade required skills
- Using discretion in confidential situations

- Preparing and submitting weekly internal reports
- 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
- Promoting the local union and attending all staff and General Membership meetings

Qualifications:

- Excellent communication and writing skills
- Ability to read and comprehend labor contracts
- Computer skills (MS-Word and Outlook)
- Must possess Leadership experience
- Professional, courteous and willing to work as a part of a team and with individuals of all backgrounds.
- Must possess problem solving skills
- Spanish language skills preferred but not required
- Ability to develop and maintain positive working relationships with workers and employers
- Willingness to work long and irregular hours
- Ability to use strategic judgement and meet deadlines
- Self- motivated, creative and organized
- Ability to work independently
- Willingness to learn new skills and attend training when needed
- Candidates must possess a valid driver's license and a clean driving record

Applicants must be current members of Local 49.

All applicants will be subject to a thorough 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.