

**International Union of Operating Engineers
Local 49**

ORGANIZER

Reports to: Business Manager and Chief of Staff

FLSA Classification: Exempt

Job Description:

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.

Qualifications:

- High School Diploma or GED (2 years post high school education desired and current member of Local 49).
- High level of knowledge and/or experience working in the private sector/construction industry is preferred.

Duties, Responsibilities and Conditions:

Organizers must be capable of:

- Performing duties independently, and be self-motivated.
- Managing all aspects of assisting and or administering union, organizing campaigns, including campaign startup, committee building, leading meetings, and workplace actions.
- Arranging jobsite visits to non-union workers to make contact and listen to their concerns.
- Planning and executing organizing campaign strategies following the organization's guidelines and processes.
- Unionizing non-union workers in various industries.
- Performing research independently, learning, and understanding different industries and employers to develop targets and meet organizing goals.
- Keeping records, notes, and related information in an organized manner.
- Building strong relationships with workers and employers.
- Having awareness of and education in labor laws that have an impact on union-related activities.
- Participating and promoting involvement in the political process at the local, state, and national level.
- Working long hours, evenings, weekends — availability at all times as critical situations may develop in the workplace that need immediate attention.
- Possessing a reasonable knowledge of when situations are out of control and responding appropriately.
- Performing duties under all types of jobsite conditions.
- Developing and maintaining positive working relationships with workers and employers.
- Spanish language skills preferred but not required.
- Traveling in all types of weather conditions.
- Using discretion in confidential situations.
- Preparing and submitting weekly internal reports.

- Participating in ongoing training to upgrade required skills.
- Participating in union-related activities such as meetings, summer picnics, holiday parties, and related events that may involve evenings or weekends.
- Promoting the Local Union and attending all staff and General Membership meetings.
- Performing all other duties as assigned.

Job Requirements and Conditions of Employment:

This position is “at will,” meaning employment may be terminated at any time, with or without cause, and with or without advance notice.

Applicants must possess a valid driver’s license with an excellent driving record, and comply with the requirements of Section 504 of the Labor-Management Reporting and Disclosure Act (LMRDA) and any other applicable laws. The job requires a person who is alert, outgoing and adept in their relations with many kinds of people (non-union workers, union members, business proprietors, officials in the labor movement, and employer association representatives). An Organizer must demonstrate common sense, diplomacy, strong interpersonal skills and professionalism in both appearance and attitude always. Good written and verbal communication skills are required, including being capable of reading and interpreting documents. Basic computer skills, and familiarity with Microsoft Word and Outlook Express are required. Knowledge of the Highway & Heavy and Builders sector industries, the National Labor Relations Act (NLRA), and previous private sector construction sector employment experience are desirable characteristics.

Excellent computer skills and familiarity with Microsoft Office 365 are desired.

Salary Range: \$100,000 - \$110,000 with additional benefits, including employer-paid family health insurance with HRA contributions, employer-paid pension contributions, and covered life insurance. Performance-based salary increase expected within initial 12 months of employment.

Application Process: Individuals applying will be subject to a criminal background examination and a DMV check. Pursuant to Section 504 of the Labor-Management Reporting and Disclosure Act (LMRDA), employment is contingent upon satisfactory completion of a criminal background examination and DMV check.

All applications, resumes, and references will be reviewed by Local 49’s Hiring Committee, and interviews will be conducted by the Committee.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer at the employer’s sole discretion.