

# District Council 16

## Organizer Job Description

### I. DEFINITION

A District Council 16 Organizer is an at-will and salaried High Performance/High Value position within the leadership team of District Council 16. It shall be the duty of District Council 16 Organizer to render such assistance to the Business Manager /Secretary-Treasurer as he or she may require and under his or her direction carry out their assigned functions. The District Council 16 Organizer shall develop, initiate, conduct and participate in organizing campaigns in the Drywall Finishing, Floor Covering, Glazing and Painting industries under the direction of the Director of Organizing of District Council 16. The District Council 16 Organizer shall develop, initiate, conduct and participate in organizing campaigns which shall include but not be limited to investigating non-union contractors, conducting investigations of non-union contractors on their jobsites, investigating non-union employees, investigating potential violations of local, state and federal contracting and/or employment statutes, interviewing potential claimants and witnesses, testifying and/or coordinating the testimony of individuals before appropriate agencies and filing formal complaints with appropriate agencies and processing all paperwork and required forms, etc. related to campaigns initiated by District Council 16. The District Council 16 Organizer is expected to work independently and exercise professional judgment and discretion in carrying out the duties of the position.

### II. DUTIES

1. The District Council 16 Organizer is responsible for developing and promoting a High Performance/High Value culture throughout District Council 16's leadership and membership as well as any and all entities with whom District Council 16 partners;
2. The District Council 16 Organizer initiates the collection of any and all information relevant to identified or potential organizing targets and reviews and evaluates such information in order to develop, initiate, conduct and participate in organizing campaigns.
3. The District Council 16 Organizer initiates and performs various licensing checks, insurance checks, FOIA (Freedom of Information Act) requests, DAS (Division of Apprenticeship Standards) compliance checks, NLRB (National Labor Relations Board) compliance checks and collects any and all other information

deemed relevant and reviews and evaluates such information in order to develop, initiate, conduct and participate in organizing campaigns.

4. The District Council 16 Organizer obtains general project related documents such as subcontractor lists, proof of insurance, evidence of bonding, confirms start of work on projects and anticipated length of projects and reviews and evaluates such information in order to develop, initiate, conduct and participate in organizing campaigns.
5. The District Council 16 Organizer identifies and works with appropriate contact persons in order to gather information and process requests for information and records from contractors, employees, appropriate entities and agencies.
6. The District Council 16 Organizer composes, develops and processes complaints to various agencies and follows up on results.
7. The District Council 16 Organizer attends various meetings, conferences and hearings as required.
8. The District Council 16 Organizer coordinates, conducts and manages picketing activities.

### **III. QUALIFICATIONS**

1. The District Council 16 Organizer must exemplify the attributes of a High Performance/High Value employee associated with District Council 16 in that the individual is constantly holding him or herself accountable to an increasingly higher standard of performance and participation while holding those in our organization whom they represent and work with accountable to the same high standards;
2. The District Council 16 Organizer must be fluent in English and possess superior communication skills, both verbal and written, so as to effectively communicate with staff, contractors, employees, government agencies, other entities, etc. (proficiency tested);
3. The District Council 16 Organizer must have proficient math skills in order to evaluate payroll records and evaluate and produce other relevant documents (proficiency tested);
4. The District Council 16 Organizer must have a valid Nevada Driver's License and have constant access to reliable transportation and be insurable at the limits established by District Council 16 Bylaws (\$300,000 bodily injury and \$100,000 property damage);

5. The District Council 16 Organizer must be physically able to maneuver safely throughout jobsites which may contain obstacles, uneven surfaces, debris, construction materials, stairs, ladders, scaffolding etc.;
6. The District Council 16 Organizer must be able to work independently and create weekly reports of all activities;
7. The District Council 16 Organizer must be available to work a flexible schedule and long hours;
8. The District Council 16 Organizer must be able to remain calm and maintain focus in high stress situations;
9. Long term full-time supervisory employment within unionized drywall, floor covering, glazing or painting industry preferred;
10. Long term functional Union Officer experience, STAR participation and VAC participation preferred;
11. Computer literacy (Microsoft Word, Excel and Outlook) is a plus;
12. Experience with and knowledge of prevailing wage regulations, apprenticeship regulations, NV-OSHA and other state and federal regulations governing employment and/or contracting is a plus.
13. Bi-lingual in Spanish (verbal and written) is a plus;
14. College degree a plus;
15. Applicant with prior felony conviction is prohibited from applying by law.

#### **IV. WAGES & BENEFITS**

1. The District Council 16 Organizer shall receive a weekly salary of forty (40) hours per week at their craft's Taxable Net Wage Rate as prescribed in the current Collective Bargaining Agreement of their Local Union, plus \$400.00 per week expense/car allowance.
2. The District Council 16 Organizer shall receive fringe benefits as prescribed in the current Collective Bargaining Agreement and Trust Agreements of their Local Union and craft. District Council 16 shall make the contributions and provide for such coverages in the amounts and in the manner provided for in said Collective Bargaining Agreements and Trust Agreements.