



# District Council 16

## International Union of Painters and Allied Trades

**Robert A. Williams III**  
Business Manager/Secretary-Treasurer

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February 23, 2023

Dear Member,

Please be advised that District Council 16 is seeking to appoint a Business Representative among the membership of District Council 16, Floor Covering, Glazing, Painting and Taping Local Union 567. For your information, please find enclosed a District Council 16 Business Representative's Job Description. If you are interested in applying for the position, please submit your resume no later than the close of business on **Friday, March 10, 2023 to [gena@dc16iupat.org](mailto:gena@dc16iupat.org)**

All applicants submitting a resume are expected to know the job duties associated with the position. The applicant selected for the Business Representative position will be appointed in April 2023.

Also, please see in the attachment that refers to the IUPAT Constitution, Section 159 Vacancies – Articles (c) & (d) requirements in order to be appointed to the Business Representative position.

Fraternally,

Robert A. Williams, III  
Business Manager/Secretary-Treasurer  
District Council 16

### High Performance High Value

Auto, Marine &  
Specialty Painters

Carpet, Linoleum,  
Resilient Floor  
Covering &  
Soft Tile Layers

Drywall Finishers

Glaziers,  
Architectural Metal  
& Glass Workers

Painters

Paint, Varnish &  
Lacquer Makers

Sign, Pictorial &  
Display Painters

# District Council 16

## Business Representative

### Job Description

#### **I. DEFINITION**

A District Council 16 Business Representative is an elected/appointed and salaried High Performance/High Value position within the leadership team of District Council 16. It shall be the duty of District Council 16 Business Representative 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 Business Representative shall work under the direction of District Council 16, Director of Service, and be primarily responsible for developing ways and means to create more work opportunities and increase hours for the membership. The District Council 16 Business Representative shall also be responsible for direct contact and communication with the membership and employers of District Council 16. The District Council 16 Business Representative shall develop, initiate, conduct and pursue strategies upon which the best interests of the membership shall be served. The District Council 16 Business Representative 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 Business Representative 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 Business Representative is responsible for developing ways and means to create more work opportunities for the membership through the development of working relationships with members, employers, general contractors, local, state and federal politicians and agencies, local and state building trades councils, etc.;
3. The District Council 16 Business Representative is responsible for effectively disseminating information of interest to the membership and facilitating membership input and feedback;

4. The District Council 16 Business Representative is responsible for the proper operation of local hiring and dispatching procedures pursuant to applicable bylaws and collective bargaining agreement;
5. The District Council 16 Business Representative is responsible for contract enforcement as it relates to both employers and the membership;
6. The District Council 16 Business Representative participates in the negotiations of all relevant collective bargaining agreements and facilitates the memberships involvement in same;
7. The District Council 16 Business Representative is responsible for policing the territorial jurisdiction and work jurisdiction of District Council 16 through any and all means including physically visiting all jobsites and ascertaining the identity of all subcontractors and employees performing covered work;
8. The District Council 16 Business Representative is responsible for having a complete and total understanding of the benefits offered by each trust fund as well as a complete and total understanding of the functional operation of each trust fund so as to facilitate the delivery of such benefits to the participants;
9. The District Council 16 Business Representative is responsible for developing and promoting leadership and direction within local unions and their executive boards which includes but is not limited to developing and promoting understanding of District Council 16 policy, procedure, objectives and goals as well as facilitating input and feedback in order to perfect organizational objectives and goals which are in the best interests of the membership.
10. The District Council 16 Business Representative is responsible for attending various meetings and conferences, etc.;
11. The District Council 16 Business Representative is responsible for promoting and encouraging participation in membership meetings, VAC activities, STAR classes and membership orientation classes, etc.;
12. The District Council 16 Business Representative is responsible for coordinating, conducting and participating in picketing and strike activities.

### **III. QUALIFICATIONS**

1. The District Council 16 Business Representative 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 her self 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 Business Representative must be fluent in English and possess superior communication skills, both verbal and written, so as to effectively disseminate information of interest to the membership and facilitate membership input and feedback;
3. The District Council 16 Business Representative must be able to communicate effectively in writing with staff, contractors, employees, politicians, government agencies, etc. (proficiency tested);
4. The District Council 16 Business Representative must have proficient math skills in order to produce and evaluate wage schedules, evaluate payroll records and produce and evaluate other relevant documents (proficiency tested);
5. The District Council 16 Business Representative must have a valid California 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);
6. The District Council 16 Business Representative must be physically able to maneuver safely throughout jobsites which may contain obstacles, uneven surfaces, debris, construction materials, stairs, ladders, scaffolding etc.;
7. The District Council 16 Business Representative must be able to work independently and create weekly reports of all activities;
8. The District Council 16 Business Representative must be available to work a flexible schedule and long hours;
9. The District Council 16 Business Representative must be able to remain calm and maintain focus in high stress situations;
10. Long term full-time supervisory employment within unionized drywall, floor covering, glazing or painting industry preferred;
11. Long term functional Union Officer experience, STAR participation and VAC participation preferred;
12. Computer literacy (Microsoft Word, Excel and Outlook) is a plus;
13. Experience with and knowledge of prevailing wage regulations, apprenticeship regulations, CAL-OSHA and other state and federal regulations governing employment and/or contracting is a plus;

14. Bi-lingual in Spanish (verbal and written) is a plus;
15. College degree is a plus;
16. Applicant with prior felony conviction is prohibited from applying by law.

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

1. The District Council 16 Business Representative shall be compensated pursuant to District Council 16 Bylaws, which shall include, but not be limited to:
  - (a) The District Council 16 Business Representative shall receive a weekly salary of forty (40) hours per week at the highest Foreman Taxable Net Wage Rate as prescribed in the current Collective Bargaining Agreement of their Local Union, plus \$400.00 per week expense/car allowance.
  - (b) The District Council 16 Business Representative 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.

#### **Per the IUPAT Constitution: Vacancies, Section 159**

- (c) Vacancies among District Council Business Representatives may be filled by appointment by the Business Manager/Secretary-Treasurer. A member appointed in accordance with this provision shall serve the remaining term of the vacated Business Representative position.
- (d) Only members who would be eligible to be nominated in a regular election may be appointed to fill a vacancy.

**Please be advised, if you have a felony conviction you will not qualify to hold a Business Representative position.**