

# DISTRICT COUNCIL 16 ORGANIZER JOB DESCRIPTION

Gaining market share for our members and contractors is the top priority of the Organizing Department.

## **Organizer Responsibilities**

- Develop, initiate and conduct organizing campaigns.
- Investigate non-union contractors, non-union employees, potential violations, and employment statutes.
- Interview potential claimants and witnesses, testifying and/or coordinating the testimony of individuals and filing formal complaints.
- Process all paperwork and required forms related to campaigns.
- Work independently, exercise professional judgment, develop and promote a High Performance/High Value culture throughout District Council 16's membership,
- Collection of all information relevant to potential organizing targets, perform various licensing checks, insurance checks, FOIA (Freedom of Information Act) requests, DAS (Division of Apprenticeship Standards), compliance checks and NLRB (National Labor Relations Board) compliance checks.
- Obtain general construction project documents such as subcontractor lists, proof of insurance, evidence of bonding, confirm start times of work on projects, anticipated length of projects, review and evaluate such information related to these projects.
- Identify and work with appropriate contact person at entities and agencies, develop and processes complaints to various agencies and follows up on results.
- Attend various meetings, conferences and hearings as required.
- Coordinates, conducts, and manages picketing activities.
- Develop superior communication skills, both verbal and written, proficient in math to evaluate payroll records, master computer literacy (Microsoft Word, Excel, and Outlook).
- Have a valid California or Nevada Driver's License, have constant access to reliable transportation and be insurable, maneuver safely throughout jobsites, which may contain obstacles, uneven surfaces, debris, construction materials, stairs, ladders, scaffolding, etc.
- Keep accurate weekly reports on all activities.
- Be available to work a flexible schedule and long hours.
- Be able to remain calm and maintain focus in high stress situations.
- Participation in VAC events.
- Study and memorize prevailing wage regulations, apprenticeship regulations, CAL-OSHA and other state and federal regulations governing employment.
- Bi-lingual in Spanish (verbal and written) is a plus.