

Executive Director

Applications accepted until October 26, 2026, interviews scheduled early November - Please send resume to Tracy Harness, tracyh@nwlineca.com

Position Summary

The Executive Director provides overall leadership, strategic direction, and administrative oversight for the NW Line JATC Apprenticeship and Training Program. This position is responsible for ensuring long-term success, financial sustainability, regulatory compliance, and growth of the organization while supporting the Training Directors, Lead Instructors, Instructors, and administrative staff. The Executive Director represents NW LINE JATC with trustees, contractors, government agencies, and industry organizations.

Responsibilities and Duties:

Leadership Management

- Provide strategic leadership and direction for all apprenticeship and training operations.
- Supervise and support the Training Directors, Lead Instructors, Office Manager, and administrative staff.
- Report program performance and recommendations to the Board of Trustees.

Instructor Management

- Recruit, interview, evaluate, and assist with supervision of instructors.
- Ensure instructors are qualified and properly trained.
- Coordinate instructor training. (OSHA 500, 502, 510, ET&D, EICA, Etc.)
- Monitor instructional quality and consistency.

Governance & Regulatory Compliance

- Ensure compliance with all Department of Labor Federal & State, ETA, and NW Line policies.
- Maintain apprenticeship standards and policies.
- Oversee program audits and reviews.
- Ensure proper record retention and organizational compliance procedures.

Financial Management & Budget Oversight

- Develop and manage the annual operating budget.
- Monitor revenues, expenditures, and financial performance.
- Oversee audits, insurance programs, and financial reporting.
- Evaluate and implement cost-saving opportunities while maintaining program quality.
- Work with Fiduciaries to provide investment recommendations to the Trust

Apprenticeship Programs & VOLTA Oversight

- Provide executive oversight of apprentice selection, and advancement processes.
- Review recommendations regarding direct entry procedures and ranking systems.
- Ensure all apprentices and receive quality training opportunities throughout the jurisdiction.
- Monitor overall apprentice performance metrics, completion rates, and contractor needs.
- Support program expansion and future apprenticeship initiatives.
- Monitor VOLTA student/facility outcomes and make recommendations to ensure consistent, elevated training, producing a highly skilled apprenticeship applicant.

Facilities & Equipment

- Approve/Assist with facility maintenance, cleaning and improvements
- Approve/Assist with climbing yard layout, build and maintenance.
- Approve/Schedule equipment cleaning and maintenance
- Request and purchase all new equipment.
- Approve/Assist with all tool orders. (Buckingham, Milwaukee Tools, Etc.)

Meetings, Committees & Representation

- Plan and attend four Trustee Meetings annually; additional meetings may be required
- Plan and participate in subcommittee meetings.
- Attend and represent NW Line JATC at:
 - WA State Apprenticeship Council Meetings
 - D-10 Meetings
 - OAC Meetings
 - Directors & Office Managers Meetings
 - National Training institute (NTI)
 - Education Committee (ETA)
 - NECA Convention
 - Other industry-related conferences and events

Qualifications

Strong organizational, communication and management skills with the ability to thrive in a demanding environment.

10 years of progressive executive leadership in utility operations, construction training or apprenticeship program administration. Working knowledge of registered apprenticeship, OSHA safety and organized labor and industry trade associations preferred.

Compensation

- Salary range \$225,000 - \$300,000 per year, DOE
- Employer-paid medical, dental, vision and AD&D
- Paid time off (PTO)
- Pension (National Electrical Annuity Pension)
- Employer funded 401K
- Company provided vehicle, fuel plan
- *Expected travel minimum 25 to 35 percent for site visits and industry events*