



**PLUMBERS AND STEAMFITTERS  
Local 290 Training Center**

20220 S.W. Teton Ave., Tualatin, OR 97062-8810  
503-691-1997 • 1-866-299-6290 • Fax 503-691-0908



**Curriculum Coordinator Job Posting  
January 2021**

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Local 290 Training Center is now accepting applications for Curriculum Coordinators. There are three total positions open, one in each in the following programs:

- HVAC/R
- Plumber
- Steamfitter

To apply:

- Submit your resume and a cover letter indicating which program you are interested in applying to and why you may be a good fit.
- Email your application with the Program you are interested in applying to in the subject line:
  - For HVAC/R - ATTN: Curriculum Coordinator/HVAC/R [jobs@290tech.edu](mailto:jobs@290tech.edu)
  - For Plumber - ATTN: Curriculum Coordinator/Plumber [jobs@290tech.edu](mailto:jobs@290tech.edu)
  - For Steamfitter - ATTN: Curriculum Coordinator/Steamfitter [jobs@290tech.edu](mailto:jobs@290tech.edu)

- **Applications must be received by Monday February 22nd, 2021 at 5:00pm.**

If you have any questions about this position please email them to [jobs@290tech.edu](mailto:jobs@290tech.edu). **No phone calls please.**

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#### Summary

The Curriculum Coordinator supports the Training Center Program Coordinators by managing all aspects of curriculum for training and continuing education programs. This includes review, on-going development and maintenance of curriculum, hands-on training equipment, managing assets and other program needs as identified. The Curriculum Coordinator also supports Program Coordinators and Program Instructors as needed in all aspects of program management.

Each Curriculum Coordinator will have one of the following areas of expertise:

- HVAC/R
- Plumber
- Steamfitter

Reports to: Program Coordinator and Director of Training  
Status: Full-time Exempt, At-will, non-represented  
Direct Reports: None



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Pay and benefits: \$98,654.40 Base Annual Salary + Benefits + Pension (commensurate with Local 290 Journeyman Payscale plus officer's pension)

**About**

Our Joint Apprenticeship Training Committee's (JATC) primary mission is to train highly qualified, skilled and marketable Plumbers, Steamfitters, and HVAC/R technicians for our industry. We are dedicated to developing professionals who bring expertise, character and a sense of teamwork to the clients we service, the contractors who employ us and the union we represent.

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**Key Initiatives**

- Review each current class and identify updates that need to be made
- Develop list of curriculum, labs and hands-on training equipment ("trainers") needing to be developed or built and set project goals and priorities
- Coordinate with Registrar, Program Coordinators and Director of Training to understand necessary accreditation requirements, CEU approvals and all other related requirements for curriculum programs
- Review and update Mid-Term and End-Term tests
- Review and update syllabuses
- Identify any gaps in meeting requirements
- Identify gaps in meeting other program goals and needs
- Create and maintain project management report with goals, deliverables and outcomes for monthly JATC Meetings

**Activities**

- Curriculum Management
  - Manage Training Center assets and supplies used in training and continuing education programs
  - Develop new curriculum, labs and trainers for all programs and special classes
  - Develop study guides for training programs
  - Continually review all curriculum training materials
  - Continually inspect and maintain trainers and fix or build as needed
  - Coordinate the set-up and maintenance of labs and provide instructor tutorials as necessary



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- o Manage all assets including books, tools, supplies and any other resources needed for each program or special class
- o Understand CEU and other accreditation or compliance requirements for curriculum, updating curriculum and support materials needed for compliance
- o Awareness of Training Center rules and regulations, updating as needed and sharing updates with Director of Training, Program Coordinators and Instructors
- o Awareness of licensing and certification requirements
- o Attend relevant training courses and seminars
- o Awareness of current technology and ensure the technology used in training is current
- o Coordinate with Registrar and provide support for special events and organizing guest speakers
- Administration
  - o Create and maintain course syllabus including updating session materials
  - o Coordinate with Program Coordinators, Registrar and Instructors regarding setting and updating classroom, instructor and program schedules
  - o Ensure testing materials are current and relevant
  - o Develop and maintain program asset inventory lists including a photo library of trainers, tools and equipment
  - o Coordinate with Registrar to meet asset inventory COE requirements
  - o Awareness of rules, policies and protocols included in the Apprentice and Employee Training Center handbooks
- Support
  - o Mentor students who are struggling with the curriculum
- Other Duties and Activities will be assigned or updates as needed

**Knowledge, Skills and Abilities**

- Self-directed in work and meets deliverables and deadlines
- Customer service acumen, timely and helpful responses to others' needs
- Demonstrable organizational skills with attention to detail
- Effective communicator, responsive to others, share information and includes the right people in decision making and conversations
- Creative problem solver
- Collaborative and approachable
- Ability to manage several competing priorities



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Experience

Required Education and Skills:

- Completed Apprenticeship Training in related fields plumbing, HVAC/R and steamfitting
- 5+ years experience as a Journeyman in the field
- Intermediate Office Program skills, including Excel, Outlook and Word
- Working knowledge of Teams and other online video conferencing systems including Zoom, GoToMeeting and Google Meet
- Comfortable working with iPads
- Demonstrable ability to work with tools and building basic structures as required for building and maintenance of trainers

Preferred Experience:

- Experience leading a complex project
- 3-5 years experience in a professional role that would support the duties of this position such as a crew lead

The following work activities will be preferred and helpful:

- Curriculum development work experience
- Project Management experience is helpful
- Experience working as an instructor in a similar environment
- Forklift operation and certification

Industry Knowledge that will be helpful:

- Understanding of trade apprenticeship and on-the-job training programs
- Advanced knowledge of licensing and certification requirements

Other Requirements:

- Must be able to pass a criminal background check
- Must have a clean driving records

Environment



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This position is on site, and is a mix of seated work at a computer, walking, bending, and using tools, occasionally driving long distances, occasionally using a forklift. Occasional lifting up to 50 lbs. The main campus where the job mostly takes place is large and flat, significant walking is required to get from building to building.

**Travel**

There are currently six (6) training centers in the state of Oregon and one (1) in California, with a future site planned to be opened in Washington. Site visits to each location are required on a semi-regular basis. Transportation of trainers and driving with a truck and trailer will be required.

**ADA Statement**

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

**EEO Statement**

The Local 290 Training Center provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or status as a veteran or disabled veteran, or any other protected status in accordance with applicable local, state and federal laws. In addition, the organization complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities or job sites. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.