



**International
Training Institute®**
For the Sheet Metal and
Air Conditioning Industry

ANNOUNCEMENT

March 13, 2019

To all Business Managers and JATC Coordinators in the United States and Canada

Dear Brothers and Sisters,

The SMART / SMACNA International Training Institute (ITI) announces that it is accepting resumes for a Field Representative/Welding Specialist. Please see the attached job description. The ITI encourages qualified prospects to submit a resume as instructed in this notice. Resumes are to be received no later than April 10, 2019 - 5pm ET. Submit your resume, via email, to the Assistant to the General President Marc Norberg at mnorberg@smart-union.org.

Sincerely and fraternally,

Joseph Sellers, Jr.
General President

Randy Novak
iTi Co-Chair

JS/RN/tsl

cc: Marc Norberg
Kristin Bruck
Jim Page

A Joint Labor Management Program



8403 Arlington Boulevard, Suite 100, Fairfax, Virginia 22031
703-739-7200 FAX: 703-683-7461 www.sheetmetal-iti.org



Position Description
International Training Institute
February 2019

Title: **Field Staff – Welding Specialist**

Exempt/Nonexempt Status: **Exempt**

Reports to: **Administrator**

General Purpose/Basic Function:

The field staff will be the principal contact person from the iTi for an assigned number of assignments and tasks. In addition, each field staff member will represent one or more areas of specialty.

Responsibilities:

- Assist with instructor training programs as assigned
- Assist with curriculum development as assigned
- AWS Certified Welding Inspector (CWI)
- ITI/AWS Welding Assessor
- Member of the Welding QA Team
- Perform Procedure and Welder Qualification Testing
- Write Procedure Qualification Records
- Write Welding Procedure Specifications
- Assist Contractors and JATCs with interpreting job-related Welding Specs
- Instruct ATFs on the New Welding Database
- Welding Database Implementation
- Industrial and Welding SME
- Assist with the development of contest projects as assigned
- Ability to travel approximately 2 weeks a month including weekends
- Ability to keep up with changing technologies

Desired Behaviors:

- Demonstrate commitment to organization's missions
- Able to work in a team environment
- Takes responsibility for assigned area
- Maintains effective working relationship with others
- Works efficiently and maintains schedules
- Ability to maintain records

Qualifications/Experience:

- High school diploma required; post-secondary education preferred
- Must be an AWS CWI (Include CWI# on Resume)
- Must have attended ITI's Welding Supervisor Class or have documented experience of developing welding procedures
- Expansive knowledge of welding techniques, processes, and technology
- Experience with the teaching of welding techniques, processes, and technology
- Expansive knowledge of the highly diversified industry of sheet metal
- Effective written and oral communication skills
- Ability to work independently

Other

- This is a full-time position
- Trustees set staff compensation and benefits of ITI, the person holding this position is subject to all applicable policies and procedures of ITI. Nothing in this position description creates a contractual or relationship that is inconsistent with the employment relationship otherwise existing pursuant to those applicable policies and procedures.

This position description is subject to change from time to time by ITI.