



Job Description:  
**Director of Education &  
Workforce Development**

## **POSITION SUMMARY**

People are the foundation of our operations here at QuesTec. We have proven time and time again that when we invest in our people, we grow. This role aims to put more power, time, and energy behind our in-house Apprenticeship Program, our companywide LMS, and our mission to provide opportunities for our people to continue developing. This role is a combination of very high-level decision making and goal setting as well as hands on administration and implementation. We are looking for the right person that can catch vision for our company, take full ownership of programs/projects, and contribute to the future of our company.

## **ESSENTIAL FUNCTIONS**

### **Apprentice Program**

We have been running an in-house apprenticeship program for over twenty years for the commercial plumbing and pipefitting trades.

- Assist in the teaching and facilitating of classes and scheduling of ancillary staff
- Perform all administrative and recordkeeping functions for our program
- Revise and develop curriculum
- Manage all communication with apprentices regarding class expectations
- Maintain compliance with DOL apprenticeship standards which include our EEOC requirements
- Research and incorporate more technology in our program such as construction simulators and virtual learning

### **Learning Management System (LMS)**

The person in this role will be responsible for collecting and creating online learning resources for our entire organization in order to create opportunities for every position in the company to grow and develop in skill.

- Continue to develop and implement our learning management system for all jobs and roles at QuesTec
- Communicate and market the LMS to employees
- Track and manage employee interaction and progress within the LMS system
- Stay current with LMS technology trends and required updates

### **Safety Training & Trade Licensing**

This role partners with our Safety Program to develop CEU courses required for license renewals and safety/training days to meet OSHA and industry requirements

- Responsible for maintaining compliance with OSHA, federal, state, and local laws
- Plan and coordinate annual training, irregular trainings, and job specific training requirements
- Aid HR in managing employee trade licenses by tracking and managing expirations
- Maintain continuing education requirements by finding appropriate PEU/CEU courses, communicating with the employees, and assisting with the paperwork/registration
- Pursue the ability to have an in-house Certified Instructor to teach CEU's and other trainings

## **MINIMUM QUALIFICATIONS**

- Experience in adult education & classroom teaching
- Strong communicator and speaking skills
- Critical thinking
- Planning and organizational skills
- Advanced computer skills & experience working with LMS software