



BOILERMAKER LOCAL 73 APPRENTICESHIP & TRAINING TRUST FUNDS

Apprentice & Training Coordinator

APPLICATION PROCESS

Interested candidates can submit cover letter & resume to:

jeanleblanc@boilermaker.ca

or by hard copy to
Jean Leblanc
Business Manager

Nova Scotia Office
124 Parkway Drive
Truro Heights, Nova Scotia
B6L 1N8

Saint John Office
345 King William Road
Saint John New Brunswick
E2M 7C9

Any additional questions about the position please contact:

Mitch Decoste
mdecoste@boilermaker.ca
(902) 897-7306

**Application Closing
June 15, 2026**



BOILERMAKER LOCAL 73 APPRENTICESHIP & TRAINING TRUST FUNDS

Apprentice & Training Coordinator

POSITION SUMMARY:

The Boilermaker Apprentice & Training Coordinator will work towards providing the highest quality apprentices and journeypeople to our Boilermaker contractors and clients. Apprentice recruitment, selection, coaching and discipline will be part of regular activities. Seeking innovative approaches to engage apprentices, journeypeople and industry will be an important part of ensuring the continued success of Local 73.

The objective of this position is to promote and enable the skills development of Local 73 members in all construction, maintenance, and repair projects within the Boilermaker jurisdiction in New Brunswick, Nova Scotia and PEI. By promoting our commitment to training and competency to our members, BCA contractors, owner/client community, and its members, we will maintain our reputation and market share which will benefit all stakeholders.

Under policy set by the Board of Trustees of Boilermaker Local 73 Apprenticeship & Training Trust Funds, the Coordinator will perform a wide range of activities related to the apprenticeship training and updating and upgrading of the skills of the members of Local 73. The Coordinator will be expected to use considerable independent judgment in the design and delivery of programs and courses directed at improving the skills of the Local 73 members.

KEY DUTIES AND RESPONSIBILITIES:

The Apprentice & Training Coordinator will perform a wide range of activities related to Apprentice and Journeyperson upgrading and will be a strong advocate of the importance of quality and accountability within the trade.

1. Will deliver programs and courses requested by the Apprenticeship and Training Trust Funds Trustees. Will mentor, coach and instruct as required
2. Will be responsible for the operation of any testing program adopted by the Trustees
3. Dialogue with the contractors to schedule welder testing
4. Responsible for apprentice recruitment activities, selection and screening processes and administer the apprentice rules and regulations

5. Validation of training qualifications and support for travel cards and permits in getting job ready training before dispatch
6. Support the meetings scheduled for the Trust Fund Trustees
7. Be involved with the development of the training and apprenticeship operating budget
8. Record all qualifications and training records including welding, fitting and safety for Local 73 members
9. Report on training being developed and delivered
10. Develop new programming and deliver training needed by the members of Local 73
11. Attend interprovincial meeting directed at apprenticeship and training for Boilermakers
12. Work with governments and other agency's to acquire funding for training and upgrading for boilermaker members in New Brunswick, Nova Scotia and PEI
13. Volunteer at union events, attend union meetings and special called meetings
14. In addition to the foregoing any other responsibilities deemed appropriate by the Trustees of the Apprenticeship and Training Trust Funds

ROLE SPECIFICATIONS:

Education/Experience: Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Typical qualifications would include a journeyperson/Red Seal certificate in the Boilermaker and/or Welder trade, plus experience designing courses and performing welder testing.

Ideal Candidate:

- ✓ Excellent verbal and written communication skills
- ✓ Excellent time management and prioritization skills
- ✓ Excellent interpersonal skills with the ability to relate well with others and create effective relationships with all organization levels
- ✓ Strong coaching, training and motivational skills
- ✓ Ability to make decisions in conformance with policies and regulations
- ✓ Must have competent computer skills – typing, outlook, word, powerpoint, excel
- ✓ Sound knowledge of the labour movement
- ✓ Must be able to exercise tact and judgment
- ✓ Frequent travelling required for the role
- ✓ Leadership skills are an asset

POSITION DETAILS:

- Location: TBD
- Wages & Benefits as per contract

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