

**NECA – IBEW**  
**Midstate Electrical Training Center**  
Joint Apprenticeship & Training Committee  
3390 North Woodford Ave, Decatur IL 62526  
Phone (217) 875-3041

April 22, 2026

### **Training Director – Job Posting**

The Midstate Electrical Training Center is accepting applications for the position of Training Director. This is a full-time, salaried, exempt position responsible for the overall administration, coordination, and compliance of the electrical apprenticeship and related training programs.

The Training Director provides leadership and oversight of instructional staff and administrative personnel and serves as the primary professional advisor to the Joint Apprenticeship & Training Committee (JATC) on training operations, regulatory compliance, and program development.

### **Application Deadline & Requirements**

Applicants must submit resume with cover letter via email to JATC Chairman - Robert Beery at [rbeery@bodinemail.com](mailto:rbeery@bodinemail.com) and JATC Secretary - Chad Wernsing at [wermzer@gmail.com](mailto:wermzer@gmail.com)  
Applications must be received no later than 3:00 p.m. on May 8, 2026.

### **Training Director – Job Description**

Position Title: Training Director  
Reports To: Joint Apprenticeship & Training Committee (JATC)  
Status: Full-Time, Salaried, Exempt, At-Will

### **Position Summary**

The Training Director is the chief administrative and instructional officer of the Joint Apprenticeship and Training Committee (JATC). This position is responsible for the overall administration, quality, and regulatory compliance of the electrical apprenticeship and related training programs. The Training Director provides leadership and direction to instructional staff and office personnel and serves as the primary professional advisor to the JATC on training, apprentice performance, and program development. All authority is exercised subject to the policies, direction, and final approval of the JATC.

## **Employment Status**

This position is at-will, meaning that employment may be terminated by either the employee or the Joint Apprenticeship & Training Committee at any time, with or without cause or notice, subject to applicable law. Nothing in this posting or job description creates a contract for employment for any specific duration.

## **Position Pay & Benefits**

- Salaried position compensated at a rate based on the Inside Foreman wage as referenced in the Local 146 collective bargaining agreement, based on 40 hours per week for 50 weeks per year.
- Participation in Local Pension, Health & Welfare, and NEBF benefit plans as established under the Local 146 Inside agreement.
- Two (2) weeks of vacation earned after one year of employment.
- Accrual of three (3) personal/sick days per year.
- Flexible schedule based on classroom and training needs of the Training Center.
- Mileage reimbursement at the IRS rate.

## **Essential Duties and Responsibilities**

- Administer and oversee all apprenticeship and journeyman training programs in accordance with JATC policies, the Electrical Training Alliance, IBEW, NECA, and applicable state and federal regulations.
- Ensure full compliance with the Illinois Apprenticeship Act, U.S. Department of Labor requirements, and all applicable reporting, audit, and recordkeeping obligations as defined in JATC Policy and State or Federal Law.
- Oversee apprentice recruitment, selection, orientation, progression, discipline, counseling, and advancement, making recommendations to the JATC as required.
- Provide direct supervision, evaluation, and day-to-day direction of instructional staff and administrative personnel.
- Participate in the recruitment and retention of instructors and staff and provide formal recommendations to the JATC regarding hiring, discipline, and termination decisions.
- Develop, implement, evaluate, and update curriculum to ensure alignment with current codes, technologies, safety standards, and industry best practices.
- Schedule classes, assign instructors, and coordinate facilities, materials, and equipment.
- Monitor instructional quality, instructor performance, and apprentice outcomes.
- Maintain training trust financial records, prepare proposed budgets, review expenditures, and work with accountants and auditors as directed by the JATC.
- Prepare agendas, reports, correspondence, and recommendations for JATC meetings and carry out committee-directed actions.
- Serve as primary liaison of the JATC with apprentices, instructors, contractors, IBEW leadership, NECA representatives, and regulatory agencies.

- Promote and enforce safety training standards including OSHA, NFPA, and applicable industry requirements.
- Represent the JATC at meetings, conferences, training institutes, outreach events, and recruitment activities.

#### Authority and Decision-Making

The Training Director is authorized to make day-to-day operational decisions related to training delivery, instructor supervision, apprentice administration, and office operations. The Training Director does not have unilateral authority to hire, discipline, or terminate employees, but exercises substantial independent judgment and provides formal recommendations to the JATC, which retains final authority over such matters.

#### **Qualifications**

- IBEW Journeyman Wireman in good standing.
- Completion of an IBEW apprenticeship program or equivalent electrical industry experience.
- Demonstrated leadership, supervisory, or foreman experience preferred.
- Teaching, training, or instructional experience strongly preferred.
- Administrative and organizational experience including recordkeeping and reporting.
- Working knowledge of IBEW/NECA apprenticeship standards and governance structures.
- Proficiency with Microsoft Office and apprenticeship management software or the ability to obtain proficiency.
- Strong communication, leadership, and professional judgment skills.

#### Working Conditions

This position involves a combination of office, classroom, and field environments. Evening hours are required during training sessions. Occasional travel may be required. Additional hours beyond a standard workweek may be necessary to fulfill position responsibilities.

#### **Equal Employment Opportunity Statement**

The Midstate Electrical Training Center and the Joint Apprenticeship & Training Committee are equal opportunity employers and do not discriminate in employment based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected classification under federal, state, or local law. All qualified applicants are encouraged to apply.