

Director of Operations Position Description

Job Title:	Director of Operations
Reports To:	UCC Board of Trustees
Location:	Salt Lake City, Utah
Employment Type:	Full Time, Exempt
Salary Range:	\$95 – 105K, depending on experience.
Benefits:	Local and UA National Pension, UA Officers Pension, fully paid health insurance, dental/vision reimbursement program, 2 weeks paid vacation/PTO and all paid holidays (days identified in CBA as holiday days).

Position Summary

The Director of Operations oversees the Utah Career Center's apprenticeship and training programs in cooperation with and as assigned by the Director of Training. This position is to ensure compliance with federal and state regulations, managing financial operations, and supporting strategic growth. This position serves as the external liaison between the Board of Trustees, contractors, industry partners, and apprentices, while maintaining operational excellence and promoting UCC's mission and values.

Key Responsibilities

Program Administration and Compliance

- Ensure adherence to the Standards of Apprenticeship as outlined by the U.S. Department of Labor (DOL) and related governing bodies.
- Maintain compliance with DOL, EBSA, ERISA, IRS, and other applicable regulations.

Board of Trustees Support

- Host monthly Board of Trustees meetings; prepare agendas and distribute materials in advance.
- Present financial reports (Balance Sheet and P&L) and obtain approval for expenditures over \$3,000.
- Along with the Director of Training, report on training activities, recruitment, and outreach initiatives.

Financial Management and Budgeting

- Develop and present annual budgets; oversee financial transactions in accordance with trust policies.
- Engage CPA firm for annual audit of Taft-Hartley funds; present findings to Trustees.
- Monitor building maintenance and capital improvement needs.

Strategic Planning

- Analyze enrollment and economic trends; provide semi-annual projections for program growth or contraction.
- Recommend adjustments to staffing, facilities, and budgets based on five-year forecasts.

Public Relations and Recruitment

- Promote UCC's brand and maintain positive relationships with contractors, industry partners, and applicants.
- Oversee social media communications and ensure alignment with UCC values.
- Collaborate with UA Local 140 and other training providers to attract qualified candidates.

Staff Management

- Supervise office staff; conduct annual performance evaluations and implement improvement plans as needed.
- Set measurable goals for program growth and monitor progress.

Apprentice Support

- Manage orientation, indenturing, and dispatch processes.
- Conduct bi-annual apprentice performance reviews; provide resources for academic and personal challenges.
- Assist Director of Training with apprentice disciplinary reviews.

Facility and Operations Management

- Oversee building maintenance, security, and event coordination.
 - Organize annual building inspection(s) and maintain business license.
 - Ensure compliance with safety inspections and maintain facility standards.
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Required Qualifications

- Bachelor's degree in Business Operations, Management, Administration, Technical Education, or related field (or equivalent experience).
- 5+ years of experience in program administration, compliance, or workforce development.
- Knowledge of ERISA, DOL regulations, and Taft-Hartley trust fund management.
- Strong financial acumen and experience with budgeting and audits.

Preferred Qualifications

- Experience in apprenticeship or vocational training programs.
- Familiarity with union operations and labor-management relations.

Skills and Competencies

- Excellent organizational and leadership skills.
- Strong communication and stakeholder engagement abilities.
- Proficiency in financial reporting and compliance management.

To apply, submit:

- a. Resume listing experiences and relevant abilities.
- b. Cover letter addressing how your experiences, relevant abilities, and interests align with the required and preferred qualifications.
- c. List of three work-related references we can contact to verify your experiences (phone number and email address).

Contact us to apply

Please send cover letter, resume, and list of references to

Gary Straquadine

gary@ucctrades.com

Position opens: Wednesday, April 15, 2026

Position closes: Wednesday, April 29, 2026

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QR code linking to application details

APPLICATION DETAILS

- Must be enrolled in an accredited four- or five-year plumbing apprenticeship program
- Must be working full-time for a licensed plumbing contractor
- Proof of trade school enrollment and work is required

APPLICATIONS OPEN MARCH 1 - JUNE 1

- Winners will be notified via email
- Scholarship funds will be sent directly to the recipients' schools

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For the long days, the tough jobs, and the hard work you put in, BrassCraft has your back starting at day one. We proudly stand by the next generation of plumbers by giving you support where you need it most. For over 10 years, the BrassCraft Zell Scholarship program has offered financial assistance to plumbing apprentices across the U.S. We invite you to join their ranks and apply today.



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Contact us at: scholarships@brasscrafthq.com

BrassCraft Scholarship

is now open and accepting applications!

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Scan the QR code and apply today!





NOW ACCEPTING
APPLICATIONS FOR THE
FALL 2026
SCHOLARSHIPS!

Scholarship Opportunity

P&S Credit Union is offering two scholarships for Fall 2026, providing valuable financial support to students.

Application Requirements

Applicants need submit the following:

- Recommendation letter from a foreman or contractor.
- A personal statement letter.

Deadline and Guidance

The application deadline is **July 1st**.

Visit the office for more details.