



MEMORANDUM

Fire Sprinkler Instructor Recruitment Notice

January 17, 2017

FR: John Upshaw : CAFSA Program Director

TO: All CAFSA Training Program Subscribers

This is to inform you that the *CAFSA Unilateral Training Committee* is currently looking for qualified instructors for part-time positions in its Fire Sprinkler Apprenticeship Training Program. We encourage you to post the attached notice on your shop bulletin board to alert any of your experienced Sprinkler Fitters of an opportunity to earn some extra-income teaching classes in the evening, or possibly weekend assignments, to apprentices. Contractor's also, who feel they might enjoy teaching are also encouraged to consider becoming involved in the process.

For certain specific training, the CAFSA may fund special "train-the-trainer" certification workshops in materials and safety that will be required for qualifying instructors. **Current pay for both programs ranges between \$35 and \$45 an hour with included prep time**; and reimbursements for class related expenses (mock-ups—materials) and special travel –time (not included for normal class commute) Workers-comp for instructors is provided for instructors while teaching or conducting hands-on lab exercises. Payroll is through the CAFSA payroll service provider.

Please note: Prospective instructors are required to sign a non-solicitation letter before they can teach and a standard engagement agreement which outlines the terms of service, etc. The non-solicitation agreement refers to the strict prohibition of using the CAFSA classroom venues as a recruitment vehicle for companies they may be associated with when not training.

URGENCY: It is critical that the CAFSA broaden it's cadre of qualified and committed instructors, and that contractors realize there is no better resource or availability than existing member companies who are committed to a continuing resource for new instructors who have evolved through the current system. This is a joint effort for maintaining high standards. And it is particularly crucial in the era of greater emphasis on a "skilled and trained workforce."

Please Post the Attached Notice:

1408 WEST MAIN - SUITE D RIPON CA 95366

(925) 658-4870 FAX (866) 830-2245 EMAIL: UPSHAW1@CAFSA.ORG



NEEDED



NOW!

Apprenticeship and Continuing Education Instructors Needed For CAFSA Training Program

Part-Time Instructors:

Starting Hourly Rate: \$35 to \$45 per Hour (Class and Prep-Time)

Put your experience and knowledge to work as a part-time apprenticeship and /or journeyman continuing education instructor. Help prepare fresh apprentices for a career as fire sprinkler installers, and make extra money: Assignments will be available for lead instructors, substitutes, or special classes.

For classes requiring "certified trainer certificates" in material applications , CAFSA will provide additional Train-The-Trainer courses. Some instructor training will be required during the first two-years of service and will be provided through the CAFSA.

MINIMUM INSTRUCTOR REQUIREMENTS: A high school diploma; and six years of occupational experience in the fire sprinkler trade, including at least four years at the journeyman level; and sixty clock hours or four semester units in systems, installation methods, and evaluation of instruction. This requirement may be satisfied concurrently during the first year of employment as an apprenticeship instructor. (**See full job description description** attached)

Preferred Skills (not mandatory): A.A. degree; some trainer experience; basic computer skills.

CAFSA is an equal opportunity employer. Please call Julie Coffey at 209-253-4000 or send email with employer's name and personal qualifications to: instructorapp@cafsa.org.



CALIFORNIA AMERICAN FIRE SPRINKLER ASSOCIATION

Apprenticeship Training Program

7041 Koll Center Parkway—Suite 265
Pleasanton, CA 94566

Phone: 925-249-9705 Fax: 925-600-7022

JOB DESCRIPTION: CAFSA Instructor

This Job-Description defines the basic function, qualifications and requirements, reporting relationships, authority, responsibilities, primary duties and performance measurements for the position of part-time "Classroom/Lab Instructor" for the California American Fire Sprinkler Association Apprenticeship Program.

The primary functions of the "Classroom/Lab Instructor" are to:

- 1) Provide classroom and lab instruction to registered apprentices who are indentured to employers participating in the CAFSA Sprinkler Fitter Apprenticeship Program;
- 2) Prepare Lesson Plan and discussion points in advance of each class to be conducted.
- 3) Provide adequate time, before and after classes to meet individually with apprentices who may need assistance in understanding portions of the curricula, as necessary.
- 4) Deliver curricula pursuant to lesson plan and "class-blue prints" provided through the UAC and UAC-Curricula committee;
- 5) Ensure that content is properly integrated with lecture and lab requirements as outline for each subject.
- 6) Utilize training aids as provided through the committee: to include instructional pipe assemblies, and other equipment necessary for the performance "hands-on" aspect of the instructional regime.
- 7) Attend and participate in annual "Train-The-Trainer" program provided by the CAFSA staff, or contracted educational sources.
- 8) Monitor industry technical updates and systems for ongoing timeliness and appropriateness of program curricula.
- 9) Review and Ensure ongoing safety relative training in each instructional module.

QUALIFICATIONS AND REQUIREMENTS

The requirements listed below represent the knowledge, skill, and/or ability required of the part-time Training Director Position We may make reasonable accommodations to enable individuals with disabilities to do the essential functions.

Education:

- 1) Required: High school diploma or GED.
- 2) Preferred: Graduation from a 4 year college, or technical school (engineering, design, etc.)
- 3) Experience: Required: Journeyman Fire Sprinkler Fitter, and/or current or former licensed C16 contractor The position requires a minimum five (5) years field installation experience. This position also requires a minimum of 5 years supervisory or job site Foreman experience at a company with sales of no less than \$2.5 million.
- 4) Up-to date knowledge of all NFPA codes affecting installation of residential, institutional and commercial fire sprinkler systems.
- 5) Computer-competency of basic MS windows programs with particular emphasis on utilization of Microsoft PowerPoint presentation programming.

Required Background:

- 1) Journeyman Fire Sprinkler Fitter.
- 2) Valid California drivers' license
- 3) Mathematical & Technical Skills:
- 4) This position requires strong communication and supervisory skills with an extensive and thorough understanding of design and installation techniques for all fire sprinkler systems.