

CHIEF AREA REPRESENTATIVE POSITION DESCRIPTION

IFPTE LOCAL 12

The Chief Area Representative is appointed by the President subject to the approval of the Executive Board.

The Chief representative reports to the President and is expected to carry out the President's direction. The Chief Representative shall execute the direction of the President and duties as specified in the collective bargaining agreement. This does not extend to any independent use of the President's authority, or any administrative or policy-making authority reserved for the Executive Board or the membership.

The Chief Representative is a full-time paid position on Official Time. The Chief Representative shall normally work day shift five days a week unless there is a designated backup. **The Chief representative is responsible for training area representatives to temporarily cover the Chief Representative's duties when he/she is absent.** When the Chief Representative is absent, the President will assign representatives to cover the Chief Representative's duties as required. The purpose of this is for the Chief Representative to be readily accessible to the area representatives. The Chief Representative should have an "open door" policy for the area representatives in addition to being accessible by e-mail and phone. The working environment is variable (casual business to professional) and will require some travel. The Chief Rep will dress appropriately for daily business and attending meetings with Shipyard management.

Basic Responsibilities of the Chief Rep:

- First among the responsibilities is to serve as the Union's main point of contact for Labor-Relations notifications sent to the Union by the Employer.
- Assign representatives to assist with problem solving discussions, bargaining, grievances, etc. Normally consult with the Area VP(s), of the area impacted, prior to assigning area representatives to accomplish an action. The Chief Representative shall coordinate each action and ensure the area representative's actions are within expectations.
- Keep an up-to-date status of all pending and completed actions involving problem solving discussions, bargaining, grievances, etc.
- Coordinate evaluation, processing, and control of Unfair Labor Practices (ULPs), Freedom of Information Act Requests (FOIAs), and Requests for Information (RFIs).
- Train, counsel, and to make recommendations to remove or reward area representatives.
- Represent all area representatives for any grievances regarding their labor relations activities.
- Track the Official Time Budget (Including the Training Budget) of the Union. Meet with the Employer to discuss any discrepancies with charges.
- Responsible for continuing (on-going) Rep training and maintenance of training records. The Chief representative shall ensure the reps have the required essential background to conduct the official business of the Union.
- Provide a monthly written/verbal status report to the Executive Board on the following:
 - Status of official Discussions, consultations, bargaining, grievances, arbitrations, plus the official time and training budget status.
- Issue regular informational bulletins (TIDBITS) to the membership every two weeks and the Office Manager for addition to the Union WEB Page.

- Travel will be required to off-yard sites (e.g. San Diego, SUBBASE Bangor, etc.) to interact with Local 12 representatives at these sites.

Travel Expenses – The Chief Rep shall submit travel expenses (with receipts) to the Union's Treasurer for reimbursement. Any expense not agreed to by the Union prior to Chief Rep's travel shall be paid only if authorized by the Executive Board.