



JOB DESCRIPTION

TEAMSTERS LOCAL 1150 JOB EVALUATION STEWARD



Teamster Stewards are the backbone of the Union. Teamster Stewards are leaders who wear many hats and play a critical role in building the strength of our membership. Teamster Stewards are the face of the Union in the workplace. The Job Evaluation Steward must be comfortable with confrontation and questioning of authority. The Job Evaluation Steward must be an adept reader and able to comprehend a variety of complicated written descriptions. The Job Evaluation Steward must be able to clearly express their thoughts both orally and through the written word. The Job Evaluation Steward must be an expert and diligent investigator, capable of formulating meticulous lines of questioning in order to reach accurate conclusions. The Job Evaluation Steward should be confident and capable and should be dedicated to the principals of the Labor Movement.

FUNCTION

Ensure that workers are properly compensated for the work that they perform and that detailed job descriptions accurately represent the work that is being performed.

TYPICAL RESPONSIBILITIES

- Responsible to the Chief Job Evaluation Steward and the Job Evaluation Agent.
- Attend all Steward and Membership meetings.
- Uphold the principals of unionism and solidarity by supporting fellow workers, by honoring the Teamsters oath of obligation and **never** disparaging a fellow member.
- Make contact with new members in the workplace and ensure that they know how to request a Steward.
- Encourage members attendance and participation at meetings and events that show solidarity.
- Have a thorough understanding of the structure, formation and organization of company job descriptions.
- Have a complete familiarity and understanding of the Hourly Job Rating Plan.
- Accurately answer questions of members with regards to their detailed job description and/or scope of work.
- Monitor the Company's compliance or non-compliance with the administration of detailed job descriptions.
- Conduct job evaluation investigations through the following means:
 - Provide members in a subject job code with their detailed job description and encourage them to provide lists of changes in job functions.
 - Research all jobs in the path of progression, looking for job functions and responsibilities brought forward by members.
 - Interview members who reside in a subject job code to ascertain changes in job functions.
 - Interview Leads and Supervisors about job assignments.
- Have the ability to discern between invalid and legitimate changes in job functions.
- Compile and organize information and evidence attained through job evaluation investigations and make comprehensive notes to detail investigation results.
- Develop comprehensive, compelling and legitimate arguments to advocate for upgrading of job descriptions.
- Apply the Hourly Job Rating Plan to accurately score job descriptions.
- Conduct all union business in a timely and efficient manner.
- Take thorough, accurate, and comprehensible notes during all official activities.
- Precisely follow all procedures outlined in the collective bargaining agreement.
- Provide regular updates of activities to the Chief Job Evaluation Steward and the assigned Job Evaluation Agent.