

Training Director

Electrician Training Academy of Knoxville (ETAK) Knoxville, Tennessee

Come Join Our Team!

The Electrician Training Academy of Knoxville (ETAK) is now accepting applications for the position of Training Director. This posting will open on May 21, 2026, and will close on June 4, 2026, at 5:00 PM.

We are seeking a motivated, organized, and professional leader to help guide and develop the next generation of skilled electricians through our NECA/IBEW affiliated apprenticeship and training program.

ETAK is a four-year electrical apprenticeship program dedicated to developing highly skilled electricians through classroom instruction, hands-on training, industry partnerships, and strong leadership. The Training Director plays a critical leadership role in maintaining the quality, integrity, and long-term success of the program.

Position Summary

The Training Director is responsible for the daily administration, operation, coordination, and advancement of the apprenticeship and training program. The successful candidate must demonstrate leadership, professionalism, organizational skills, communication abilities, and a strong understanding of the electrical industry and apprenticeship training standards.

This position works directly with apprentices, instructors, contractors, labor representatives, vendors, industry partners, and the Joint Apprenticeship and Training Committee (JATC).

Program Administration

- Oversee the day-to-day operation of the apprenticeship and training program
- Maintain accurate apprentice records, attendance, grades, disciplinary documentation, and training progress
- Ensure compliance with all applicable apprenticeship standards, policies, and regulatory requirements
- Coordinate apprentice testing, interviews, evaluations, orientation, and advancement procedures
- Administer apprenticeship software and student tracking systems efficiently and accurately
- Prepare reports, meeting materials, and documentation for committee review

Apprentice Development

- Monitor apprentice attendance, performance, and conduct
- Counsel and mentor apprentices regarding expectations, performance, and career development
- Coordinate OSHA 10, CPR, First Aid, and other required certifications
- Promote professionalism, accountability, and safety throughout the program

Instructor & Curriculum Coordination

- Coordinate instructor scheduling and classroom assignments
- Assist with curriculum implementation and continuous improvement
- Ensure classrooms, training aids, and lab equipment are properly maintained and utilized
- Work with instructors to identify training needs and improve educational outcomes

Industry & Recruitment Engagement

- Represent ETAK professionally with contractors, labor organizations, schools, vendors, and the public
- Coordinate and attend recruitment events, career fairs, school visits, and industry outreach opportunities
- Assist in developing strategies to recruit high-quality apprenticeship candidates
- Maintain positive relationships with industry partners and stakeholders

Financial & Operational Oversight

- Assist the committee with budgeting, purchasing, and operational planning
- Maintain documentation and accountability for expenditures, invoices, and program purchases
- Obtain competitive quotes for equipment, services, and program needs when requested
- Assist in planning long-term training facility and equipment improvements

Committee Support

- Attend committee meetings and provide operational updates
- Implement committee decisions and directives in a timely and professional manner
- Maintain open communication with both labor and management representatives

Qualifications

- Graduate of an IBEW/NECA apprenticeship program preferred
- Minimum of two (2) years of experience in a journey-level foreman, general foreman, supervisory, or leadership role within the electrical industry preferred
- Strong understanding of apprenticeship training and the electrical construction industry
- Excellent communication and organizational skills
- Proficiency with computers, Microsoft Office, email, spreadsheets, and training management software
- Ability to manage multiple responsibilities and maintain professionalism in a leadership role
- Experience in education, training, supervision, project management, or workforce development is preferred
- Ability to work independently while maintaining accountability to the committee

Expectations

- Maintain regular office hours and dependable attendance
- Demonstrate professionalism and leadership at all times
- Respond promptly to apprentice, instructor, and committee needs
- Manage responsibilities efficiently and proactively
- Promote the long-term success and reputation of the apprenticeship program

Compensation & Benefits

Compensation package will be based on experience and qualifications and includes competitive salary and benefits.

How to Apply

Interested applicants should submit:

- Resume
- Relevant certifications/licenses
- Professional references
- Letter of interest outlining experience and qualifications

Applications and resumes may be submitted to:

Jay Wise
jwise@progressionelectric.com

Brian Conner
bcconne1 @tva.gov