

JOINT PROCESS COORDINATOR LINE MAINTENANCE

Job Description:

- **Interacts as an internal consultant to the Working Together process for the LINE MAINTENANCE JOINT LEADERSHIP TEAM (JLT).**
- Understands and believes in the principles of Working Together.
- Coordinator works in tandem with Management coordinator-partner.
- Coordinator understands perspective of labor and management, and can effectively help others understand these perspectives.
- Provides team process and facilitation as needed to the **LINE MAINTENANCE JLT.**
- Ensures that the Joint Leadership Team maintains ownership of the process and remains focused on the established vision, mission, and goals.
- Serves as a catalyst to encourage both the union and the company to consider the impact of their decisions/actions throughout the organization.
- Provides support for the regional Joint Process Coordinators.
- Works to facilitate positive relationships among management and the TWU.
- Coordinator must be willing to learn new skills such as group dynamics, group facilitation, meeting management and group problem solving.
- Coordinator will attend Line Maintenance JLT meetings monthly as well as some Area Leadership Meetings and Work Stream Team meetings.
- Has the ability to communicate verbally to both small and large groups, and with all levels of employees in the organization.
- Willing to travel to areas of Line Maintenance.
- Works with partner to identify training needs of teams and others who play a role in Working Together efforts and work with those teams to meet their training and developmental needs.
- Coordinator fosters collaboration at all levels, and serves as an example of what effective collaboration looks like.
- Coordinator exhibits personal dignity, professionalism and a willingness to recognize and praise the work of others, and to be accountable for outcomes.

Reporting Relationship

Line Maintenance Coordinators report to the Line Maintenance JLT. Area coordinators report to their respective ALTs. Administrative reporting is to the Director of Joint Process and Continuous Improvement (for the salaried coordinator) and to the home shop (for the hourly coordinator.)