TWU Local 591 Shop Steward
Duties and Responsibilities

The following is a list of included duties and responsibilities, in addition to those found within the Local 591 Bylaws, for the position of Shop Steward.

The duties of Shop Steward also include assisting the RVP in the administration of his/her duties.

Additional duties and responsibilities may be assigned to the Shop Steward, as required, by the Section Chairman, Station Chairman, Regional Chairman, Regional Vice President, Executive Board or Local President, and include the following:

**Grievance Handling:**
Below is only a condensed list of the grievance handling duties for Shop Steward. For more detailed grievance handling expectations, refer to the Shop Steward section of the revised TWU Local 591 Grievance Procedures dated November 1, 2018.

- Will attempt to resolve contractual and safety violations at the initial step with supervision.
- Shall be responsible for researching and gathering all evidence/documentation of contract violations by the company and filing grievance for Members as required.
- Shall be responsible for uploading all evidence/documentation into GrievTrac.
- Shall enter the grievances, evidence, documentation and fact-sheets into GrievTrac.

**NOTE:** Failure to comply with these grievance responsibilities may be grounds for immediate removal from the office of Shop Steward by the respective Local 591 Regional Grievance Committee on the grounds of failure to carry out the directions of the Local 591 Executive Board.

**Contract Compliance Monitor:**
- Responsible for oversight of the company's compliance with the contract;
- Responsible for representing Member in company investigations and hearings

**Safety Advocate:**
- Shall act as the safety advocate for their section, identifying and reporting all safety issues by filing grievance(s) with notice to the Station Chairperson;

**Communication Liaison:**
- Shall be responsible for making sure Members in their work-area kept are aware of current Local 591 information;
- Shall be responsible for keeping all postings updated on Local 591 bulletin boards, as required;
- Shall be responsible for having and using a non-company email account and checking their email inbox frequently (no less than 5 times weekly).

**Maintenance Outsourcing Monitor:**
- Shall be responsible for monitoring for outsourced maintenance accomplished by non-TWU AMTs on aircraft that leave their respective station flying into a non-TWU manned station; and reporting all events to the Regional Chairperson.