



TRAINING COORDINATOR

Department: Multiple
Job Code: 481000
Pay Range: Professional 04

FLSA: Non-exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class. Classification descriptions are not intended to reflect all duties performed with in the job.

GENERAL FUNCTION: This is responsible administrative and technical work in the planning, development and implementation of training programs.

ESSENTIAL FUNCTIONS:

- Research, plan and administer training.
- Facilitate and schedule training.
- Determine effectiveness of training classes and procedures; recommend and implement changes.
- Establish and maintain a training library.
- Collect and analyze training statistics and data.
- Create presentations utilizing graphs, charts, and spreadsheets.
- Establish database, coordinate, maintain, monitor and track all training and certification programs in the PCLMS database, assigned personnel's current status and expiration dates for operator licenses, certificates and cards.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

Road Operations Division:

- Train staff to operate gas analyzers and inspect lift chains and cables for proper rigging operation and to ensure all certification tags are present, legible and in place.
- Assist in the design and implement traffic control plans, inspect and monitor work zones for compliance with MUTCD and state regulations.
- Provide temporary traffic control and flagger training.
- Conduct new employee training and safety orientation.
- Develop inspection guidelines and safety/personal protective equipment usage limitations; develop criteria and/or outlines for training procedures and programs.
- Plan and direct training and safety activities such as: hearing and noise conservations, respiratory protection, chemical hazards, hazardous materials identification and handling, chemical monitoring, hazardous spill response, cardiopulmonary resuscitation, industrial first aid, and related Endangered Species Act training.
- Review existing training manuals; recommend changes; rewrite, revise and/or develop new training or safety materials per County policy, Labor & Industries regulations, OSHA, WISHA, and MUTCD guidelines as necessary.
- Support safety committee for planning, scheduling of monthly departmental safety meetings and other educational and certification programs.

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- Assist the Human Resources Department in the development of performance tests for open and promotional recruitments.
- Review project maintenance and construction sites; advise appropriate action required to correct or prevent unsafe working conditions; reinspect to ensure compliance; identify safety hazards and initiate action to prevent or control hazards in all on-going operations.
- Evaluate and recommend purchase of necessary protective equipment, clothing, and first aid materials.
- Assist with the investigation of industrial accidents and incidents; prepare written analysis; maintain comprehensive records, files, and reports.
- Lift and carry items weighing 40 lbs. or more.

Sewer Division:

- Administer, plan and or coordinate training and safety activities such as: electrical safety, energized work permits, hot work permits, confined space entry certification, lock out tag out requirements and other sewer related training.

OTHER JOB FUNCTIONS:

- Train other employees as needed to conduct and assist with training sessions.
- Assist in the budgeting process for training and safety-related items.
- Perform related job functions as required.

SUPERVISION EXERCISED AND RECEIVED: The Training Coordinator does not supervise. Work is performed under the general supervision of an administrative superior.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions. Work is performed in a classroom and/or office setting and at various locations out in the field.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. This position requires finger dexterity to use and operate a personal computer and related office equipment, hand and power tools or equipment. Ability to sit, bend/stoop, push/pull, reach stand.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Methods and techniques of developing and conducting effective educational or training presentations.
- Computerized database, spreadsheet, graphics and word processing applications.
- Department/division specific materials, tools and equipment.
- Federal, state and local safety laws, rules and regulations, safety devices, and protective equipment.

Skill in:

- Use and operation of various training tools and equipment.

Ability to:

- Plan, implement and instruct employee training and safety programs.
- Establish and maintain effective working relationships with employees, departments, the general public and other governmental agencies.
- Understand and follow written and verbal instructions.

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- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential job functions of the classification.

Additional Ability to:

Road Operations and Sewer Division:

- Ability to lift 40 pounds or more unassisted is required. Use of eyesight to observe proper equipment operation and to read equipment manuals and training materials is required. Ability to climb or descend ladders, enter tight and confined spaces, climb into large construction vehicles and equipment; and, the ability to work around traffic, loud noises and hazardous pieces of equipment, and drive to various shop locations or work sites in all types of weather conditions.

MINIMUM REQUIREMENTS TO APPLY:

- Two years of college level training in education, business administration, industrial hygiene, communications or closely related field of study; and,
- Two years of progressively responsible experience in planning and implementing training and/or safety programs is required.
- Positions in specific program areas may require program-related experience, education, and/or training.
- Any equivalent combination of education and experience which clearly indicates the ability to perform the essential functions of the positions may substitute for the recruiting requirements on a year for year basis.

SPECIAL REQUIREMENTS AND/OR QUALIFICATION:

- A valid Washington state driver's license or the ability to otherwise meet the travel requirements of the positions is be required. A First Aid Card and CPR certification are required within 60 days of employment.