

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Training Specialist		
<b>Job Code:</b>	PR2670	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	608	<b>Date Reviewed:</b>	07/08/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Provides technical support in coordinating, developing and implementing general and/or safety programs; develops and administers tests and other tools to evaluate employee achievement of technical knowledge; as assigned, provides specialized training and assessments to employees and department operations; as assigned, performs safety training and conduct accident investigations; and performs a variety of administrative tasks relative to assigned area of responsibility.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Develops course outlines, curriculum, lesson plans, visual aids and related instructional materials; schedules training or workshop sessions and programs.
2. Conducts classroom and on-the-job training sessions for new procedures and/or equipment.
3. Researches internal and external sources for courses, literature and materials to be incorporated into current training programs; maintains inventory of training materials, files and literature for department training.
4. Develops and administers tests and other assessment tools to evaluate employee achievement of technical knowledge and job skills.
5. Meets with division management and supervisory staff to assess training needs; solicits input for training program development; determines and make recommendations on whether courses should be provided internally or from external source.
6. Maintains employee training records including classes taken, attendance and achievements; updates as required; ensures files are maintained in confidential manner; archives files in compliance with City policies and procedures.
7. Prepares reports on training activities including programs offered, attendance, employee assessments and related information.
8. Coordinates with other divisions and departments for department-wide safety training efforts including training schedules and programs.

9. Develops recurring and on-the-job training and assessment programs to acquaint employees with changing procedures or proper use of new equipment.

### **Safety Training Functions**

1. Performs safety inspections of work sites and vehicles; inspects fire prevention equipment to ensure equipment is current and placed in proper location; reports findings and makes recommendations for remedial action.
2. As assigned, acts as safety coordinator with responsibility for recommending safety policies and procedures; maintains safety records and files; ensures safety equipment is operating in a safe and effective manner.
3. Conducts investigations into accidents; ensures appropriate paperwork is completed and filed; researches factors contributing to accidents; makes recommendations on remedial action; participates in accident review board proceedings.
4. Advises and trains employees on safety equipment including clothing, eye, hearing and respiratory protective materials and devices.
5. Performs other related duties as required.
6. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

### **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**

- Principles, practices, methods and techniques of conducting training programs in assigned area including general and/or safety training programs in the field operations, production, pollution control, and customer service divisions of the Water Department.
- Recent developments, current and literature on employee training programs.
- Principles and procedures of maintaining training or safety files and records.
- Operating principles and processes, equipment and machinery in assigned program area including water/wastewater treatment and collection and related areas.
- Safety and health hazards in assigned program area including chemicals, potentially toxic materials and related hazards.
- Rules and regulations of agency or authority governing safety or training practices in assigned area including OSHA, Texas Commission on Environmental Quality (TCEQ) and related organizations.
- Video camera, editing equipment for video and audio taping, slide presentations and computer graphics.
- Methods and techniques of researching and identifying training resources in assigned area.
- Office equipment including computers and supporting word processing and spreadsheet applications.
- Pertinent Federal, State and local laws, codes and regulations.

- Develop and write course outlines, lesson plans, manuals and instructional materials in assigned area including general and/or safety training programs.
- Implement employee-training programs in assigned area including operational and safety training for water/wastewater treatment and collection.
- Instruct employees in the operation of machinery and equipment.
- Interpret, explain and train employees in the theories, processes, policies and procedures of operational area including water/wastewater treatment and collection.
- Research and evaluate training resources, materials, programs and assessment tools.
- Maintain detailed and accurate safety and training records.
- Procedures and techniques involving accident investigations.
- Interpret, apply and explain City policies and procedures on employee benefits programs.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- **Skill in:**
  - Delivering presentations.
  - Public speaking.
  - Microsoft Office.
  - Customer service.
  - Providing instructional support.
  - Analyzing trends in safety.
  - Researching training resources.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Communicate and coordinate with other City, departmental and outside trainers/vendors regarding training scheduling and content .
  - Maintain accurate staff records in regards to accident/injury reports.
  - Maintain strong relationships with those met in the course of work.
  - Interpret professional literature to communicate best practices in safety and industrial hygiene.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in business administration, public administration, engineering, industrial technology or a related field and two years increasingly responsible experience in developing and conducting training programs for educational and/or safety related.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.