

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB252 Utilities Safety Trainer
POSITION #/TITLE: 2007 Utilities Safety Trainer	Adopted: 07-97
	Revised: 06-10

POSITION DESCRIPTION

Dept/Division: Utilities/Water & WPC	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: 1693/NB243/Utility Safety Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: SCBA Fit Test, pulmonary function fitness test after contingent offer. PowerPoint Standard
Personal Protective Equipment: Eye, Head, Foot, Hearing, Gas Monitor	

General Statement of Duties

Plans, develops, coordinates, delivers, and evaluates safety training conducted in support of the Utilities Department occupational safety and health program. Performs related safety compliance activities, such as, accident investigations, job hazard analyses, safety inspections, etc. Coordinates training efforts to provide support to city-wide safety training program.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Researches occupational safety and health standards, codes and regulations to identify training requirements;

Conducts training needs assessments, designs and develops safety training programs, prioritizes training needs, and coordinates training schedules;

Develops educational materials and instructional aids (such as training handbooks, demonstration models, visual aids, and, student guides) for safety training programs;

Develops new safety training programs or enhances existing programs, as needed, to ensure regulatory compliance;

Selects specific training activities and instructional methods for delivering training, such as individual coaching, lectures, demonstrations, facilitated discussions, etc., as appropriate;

Researches, develops, writes and edits training materials such as lesson plans, visual aids, guidebooks, pamphlets, manuals, tests, exercises, etc., as needed;

Revises, modifies and updates current safety programs, as necessary, to meet new regulatory requirements or to adapt to changes in the workplace;

Researches outside training or subject matter experts/safety specialists to conduct training when necessary, solicits bids and quotations, evaluates formal proposals for training contract awards; and arranges for presentation of training;

Develops program performance and learning objectives to provide a standard against which program content / curriculum and delivery may be measured for effectiveness of training;

Develops measures for evaluating training, tests trainees to measure their learning progress and to evaluate the effectiveness of training presentations;

Conducts safety training classes such as bloodborne pathogens, emergency response, forklift safety, hazard communication, lockout/tagout, personnel protective equipment, respiratory protection, etc.;

Develops new employee safety and contractor safety orientation programs for the Utilities Department;

Prepares and maintains employee training records using automated systems such as the PeopleSoft Training Administration software program;

Monitors records of training activities, employee progress, and prepares reports on training actions and compliance issues / trends;

Coordinates water and wastewater operator certification training as required by statute;

Reviews training films and reading materials, and maintains safety training reference materials;

Evaluates courses, instructors, materials, delivery and content to determine if course performance objectives are met;

Prepares documentation or reports for management on the effectiveness of course instructors, training methodologies, quality of course content, program delivery, and statistical data;

Confers with management to identify training needs and trends, assists managers and supervisors solve specific training problems, and briefs management on existing and proposed training programs;

Administers the medical surveillance program for the Utilities Department to include required vaccinations and medical testing of employees as may be regulated by OSHA;

Assists the Utilities Safety Manager in accident/incident investigations, conducting job hazard analyses, process hazard analyses, conducting safety inspections and program audits;

Coordinates training efforts to provide support to city-wide safety training program;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Attends meetings, conferences and workshops as directed;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of instructional skills and adult learning theory, educational techniques and methodology, job/task analysis, designing/developing training programs including course objectives, exams and skill evaluations;

Good knowledge of occupational safety theories, job safety analysis techniques and safety inspection procedures or the ability to learn information rapidly;

Good knowledge of occupational safety and health laws, regulations and procedures;

Good knowledge of performance improvement methodologies, including how to measure the effectiveness, trending and reporting tools;

Knowledge of e-learning techniques and computer-based training;

Ability to coordinate and present effective, creative training in classroom and field settings;

Ability to research state and federal occupational safety and health laws, regulations and procedures related to the water and wastewater industry;

Ability to communicate effectively with other City employees, supervisors, State and Federal regulatory agencies, and the public;

Proficiency in relevant computer skills (such as Microsoft Access, Excel, Outlook, PowerPoint and Word);

Ability to communicate in writing to prepare reports, articles, pamphlets, and training materials;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in education with safety-related coursework preferred; or industrial engineering or industrial technology with training coursework preferred; or related fields; and
Considerable experience providing adult training, including safety training; and prefer some experience in occupational safety inspections, investigations and related activities; or
Any necessary combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License upon appointment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient manual dexterity, which permits the employee to operate computerized equipment and demonstrate safety equipment / testing devices (e.g. SCBA, gas monitors, fire extinguishers);
Sufficient vision, which permits the employee to prepare and read a variety of training materials, and to inspect facilities and work areas;
Sufficient personal mobility, which permits the employee to visit and conduct training and occasional inspections at water and wastewater facilities and construction sites.