Job Title: Spec, Facilities Training
Job Code: EB29
FLSA status: Exempt
Job Family: No Family
Grade 34: $45,100 - $75,100

Job Summary
Develops, coordinates, and delivers training programs to the staff of Facilities Management.

Essential Functions
1. Identifies training requirements needs, develops and executes programs to ensure professional and technical credentialing standards are achieved.
2. Provides training through variety of methods including classroom training, distance and e-learning, demonstrations, on-the-job training, meetings conferences, and workshops.
3. Organizes, manages, and executes training programs by conducting, scheduling, and arranging ongoing technical training and personal development classes for employees.
4. Develops and organizes training manuals, multimedia visual aids, and other educational materials used in development courses.
5. Develops and administers new employee orientation, including scheduling, coordinating, and facilitating meetings.
6. Develops and manages leadership, management, and supervisory, technical training programs covering all Facility Management functional responsibilities.
7. Evaluates instructor performance and the effectiveness of training programs, providing recommendation for improvement.
8. Develops and administers apprenticeship training program.
9. Works with senior leadership, managers, and supervisors to determine training requirements for all of Facility Management personnel.

Supervisory Responsibility
May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
Auburn University Job Description

Minimum Required Education and Experience

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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</thead>
<tbody>
<tr>
<td>Degree</td>
<td>Four-year college degree</td>
<td>Degree in Business Administration, Human Resources, or Business Management</td>
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<tr>
<td>Experience (yrs.)</td>
<td>5</td>
<td>Experience in managing, organizing, developing and conducting training programs.</td>
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Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of training principles and methods for curriculum and training design, teaching and instruction.

Certification or Licensure Requirements
None Required.

Physical Requirements/ADA
Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, .
Job occasionally requires climbing or balancing, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 5/19/2016