
Auburn University Job Description

Job Title: **Env Health & Safety Trainer**
Job Code: **EE27**
FLSA status: Exempt

Job Family: No Family
Grade LC09 \$48,700 - \$82,800

Job Summary

Develops, coordinates, and delivers training programs for employee development activities for staff related to environmental health and safety.

Essential Functions

1. Prepares, organizes, and conducts health and safety training educational and staff development programs. Analyzes training needs to develop new training programs and/or modifies and improves existing programs. Responsible for maximizing training effectiveness through collaboration with supervisors and subject matter experts.
2. Leads safety training modules, hands on demonstrations and monitors the effectiveness of this training.
3. Manages the training program to include setting goals as well as tracking, selecting, and managing training partnerships. Meets with supervisors and subject matter experts to define goals, tracks, progress towards goals, and evaluates outcomes.
4. Creates and manages training processes and procedures. Develops training project plans and manages established timelines and budgets for the development and delivery of training.
5. Responsible for measuring the impact and effectiveness of training programs through various methods such as employee surveys, employee and supervisor interviews, and job shadowing to evaluate training application on the job. Provides recommendations for skills and knowledge retention and measurements to drive connection between training and organizational skills.
6. Provides relevant training metrics for training programs throughout the year including reports summarizing number of attendees, evaluation feedback, training by hours, training by specialty, number of trainings held, etc.
7. May perform other duties as assigned such as drafting inspection reports to document inspection findings, monitors compliance with safety procedures, etc.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business, Human Resources, Adult Education, Organizational Behavior/Design or related field.
Experience (yrs.)	5	Experience designing and implementing environmental health and safety training and development programs.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of instructional design principles and learning strategies, including outcomes and assessments of training.

Thorough knowledge of delivering training programs and knowledge of current training programs and trends.

Ability to design and deliver training courses related to environmental safety & health.

Ability to design and deliver training courses in-person or virtually.

Excellent written and verbal communication skills.

Demonstrated ability to relate to diverse groups of employees.

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, sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires walking, reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 25 pounds.

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

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Date: 6/27/2022

