

JOB INFORMATION

Job Code	EB94
Job Description Title	Spec, Facilities Training
Pay Grade	HR08
Range Minimum	\$51,470
33rd %	\$61,770
Range Midpoint	\$66,910
67th %	\$72,060
Range Maximum	\$82,350
Exemption Status	Exempt
Approved Date:	2/7/2024 9:17:18 AM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Training & Development

JOB SUMMARY

Creates, plans, organizes, and administers training programs to fulfil employees specific needs to maintain or improve job skills.

RESPONSIBILITIES

- Identifies training requirements needs, develops and executes programs to ensure professional and technical credentialing standards are achieved.
- Provides training through variety of methods including classroom training, distance and e-learning, demonstrations, on-the-job training, meetings conferences, and workshops.
- Organizes, manages, and executes training programs by conducting, scheduling, and arranging ongoing technical training and personal development classes for employees.
- Develops and organizes training manuals, multimedia visual aids, and other educational materials used in development courses.
- Develops and administers new employee orientation, including scheduling, coordinating, and facilitating meetings.
- Manages training database systems, tracks relevant training metrics, and provides reports summarizing effectiveness of training.
- Develops and manages leadership, management, supervisory and technical training programs covering all Facility Management functional responsibilities.
- Evaluates instructor performance and the effectiveness of training programs, workforce development, and community initiatives.
- Works with senior leadership, managers, and supervisors to determine training requirements for all of Facility Management personnel.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline.	and	3 years of	Experience in managing, organizing, developing, conducting training programs, and workforce development initiatives.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Poor ventilation		X			

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