
Auburn University Job Description

Job Title: **Coord, Facilities Training Dev**

Job Family: No Family

Job Code: **EB43**

Grade HR05 \$33,600-\$50,400

FLSA status: Exempt

Job Summary

Reporting to the Facilities Human Resource Director, this position works within Facilities Management to assist in providing services that foster an employee-oriented/high performance culture; and carries out responsibilities in training and workforce development by performing a variety of routine tasks to facilitate training and workforce development programs, maintain workforce data management tools, gather data to generate reports, and draft and disseminate communication material.

Essential Functions

1. Schedules and facilitates training programs to ensure continuous flow of adequately trained employees to help maintain or improve job skills including mechanical & certification training programs for skilled trades occupations, training & certification programs for professional staff and coordinate apprenticeship courses and activities.
 2. Works closely with Facilities Human Resource Director and leaders to define departmental goals and develop career pathing for employees. Assisting departments in tracking progress towards goals, following through with program completion, evaluation, reporting, and accountability.
 3. May facilitate group processes including test proctoring, workshops, orientations
 4. Assists with proper training vendor selection, creating the Facilities training education and certification vendor listing as well as reviewing, validating, and processing training invoices as needed
 5. Promotes workforce development services to external stakeholders by attending events, speaking at schools and other venues delivering information to small or large groups in-person or virtually to recruit/educate new workers into a technical career track and promote Facilities Management careers.
 6. Creates and oversees the Facilities training calendar and partners with Facilities IT to make it viewable on the Facilities website with the ability to register for courses online. Work with Facilities leaders to schedule and plan training for each year to ensure the type of frequency and location of training courses fit the needs of all shops and departments.
 7. Schedules classrooms and prepares training rooms set-up and maintaining historical course documentation files. Assists with questions and problems concerning course scheduling, meeting space availability, and room set-up and take-down
 8. Manages facilities Management training database system and tracks relevant training metrics for all Facilities Training programs throughout the year including monthly, quarterly, and annual reports summarizing the number of training attendees, evaluation feedback, training by hours, training by shop, number of trainings held, etc. With assistance from HR leadership provides recommendations for training improvements
 9. Assists in the development and administration of surveys and interviews to determine training needs. Carries out research, evaluates effectiveness of training programs and/or trainers, and prepares reports as needed. Maintains current knowledge of trends and developments in the field by attending conferences, courses, seminars, etc.
 10. Collaborates with other University departments to ensure the smooth and effective functioning of all training events within Facilities Management by coordinating the logistics, systems, and
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vendor relationships for training programs and sessions

11. May perform other related duties as assigned by the Facilities Human Resource Director

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 from an accredited university
Experience (yrs.)	1	Experience in project planning, database management, and the administering of 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

Strong interpersonal skills

Strong written and verbal communication skills

Certification or Licensure Requirements

Valid Driver's License.

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, and lifting up to 25 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Ability to see information in print and/or electronically and distinguish colors.

Date: 10/19/2018
