



JOB INFORMATION

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|-------------------------|------------------------------|
| Job Code | EE27 |
| Job Description Title | Envi Health & Safety Trainer |
| Pay Grade | LC09 |
| Range Minimum | \$53,610 |
| 33rd % | \$66,120 |
| Range Midpoint | \$72,380 |
| 67th % | \$78,630 |
| Range Maximum | \$91,140 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 6/27/2022 |

JOB FAMILY AND FUNCTION

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|---------------|---------------------------|
| Job Family: | Legal, Compliance & Audit |
| Job Function: | Risk Management |

JOB SUMMARY

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

RESPONSIBILITIES

- 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.
- Leads safety training modules, hands on demonstrations and monitors the effectiveness of this training.
- 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.
- Creates and manages training processes and procedures. Develops training project plans and manages established timelines and budgets for the development and delivery of training.
- 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.
- 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.
- May perform other duties as assigned such as drafting inspection reports to document inspection findings, monitors compliance with safety procedures, etc.

SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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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 | And | Years of Experience | Focus of Experience |
|-------------------|---|-----|---------------------|--|
| Bachelor's Degree | In Business, Human Resources, Adult Education, Organizational Behavior/Design or related field. | | 5 years of | Experience designing and implementing environmental health and safety training and development programs. |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| 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. |

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:

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 cold | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme heat | | | X | | |
| Humidity | | | X | | |
| Wet | | | X | | |
| Noise | | | X | | |
| Hazards | | | X | | |
| Temperature Change | | | X | | |
| Atmospheric Conditions | | | X | | |
| Vibration | | | X | | |

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