



JOB INFORMATION

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

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 draft inspection reports to document inspection findings, monitors compliance with safety procedures, etc.

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 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		Years of Experience	Focus of Experience	
Bachelor's Degree	In Business, Human Resources, Adult Education, Organizational Behavior/Design or related field.	and	5 years of	Experience designing and implementing environmental health and safety training and development programs.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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: Other

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		
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.