Training Specialist

Job Code 00001247

General Description
Responsible for planning, evaluating, coordinating, and delivering program materials designed to train and develop Physical Plant employees.

Examples of Duties
Determine relevant training topics through research of government regulations and needs of individual shops and clusters.
Prepare training lessons for individual shops and clusters by researching instructional tools.
Conduct training presentations.
Coordinate training meetings by scheduling individual shops and clusters to specific times and locations for monthly training meeting.
Record training attendance.
Administer basic education class.
Complete purchase orders and compose memos to pay training seminar fees.
Arrange training room facilities and manage training room reservation schedule.
Arrange charts, graphs, spreadsheets, and reports showing training statistics and trends.
Coordinate and schedule Physical Plant Blood Drive.
Schedule and coordinate Physical Plant First Aid/CPR Classes and track employee certification expiration dates.
Develop, schedule and present Physical Plant New Employee Orientation Program.
Track and coordinate Physical Plant Asbestos Program Requirements.
Administer Physical Plant Job Skills Program.
Prepare Training Budget Report based on past training spending, current trends, and future needs.
Maintain records and file Physical Plant Application of Texas State Wellness Program for Physical Plant employees.
Attend professional “Train-the Trainer” workshops and seminars.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: construction estimating procedures.
Skill in: administering various programs; consulting and negotiating with management about training needs; conducting training meetings; working on committees; soliciting volunteers for blood drive; advocating for Physical Plant employees.
Ability to: research government regulations and other instructional resources; read training charts and calendar, attendance data, purchase orders, and memos, UPPS and new employee orientation forms; prepare lesson plans, arrange schedules, attendance, and budget reports; write agenda, memos, purchase orders, FSS-PPS policies, and complete GOJA; perform basic math; to understand blue prints and technical construction specifications; make legible transparencies and operate the overhead projector.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements