

TVTC
Corporate Director of Training

JOB SERIES 00

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. This is a salary exempt position.

DEFINITION

Oversees and manages the daily training functions, operations, programs and policies of the TVTC. Responsible for managing all training staffing activities, assignments and operational guidance for the training team at Decatur and branch locations.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Executive Director, exercises supervision for all of the training team and indirectly supervises the instructors at the other branches.

ESSENTIAL FUNCTION STATEMENTS – *Essential duties may include, but are not limited to, the following*

1. Works to identify division staffing needs and develops & implements scheduling strategies, including interviewing and hiring of all training and course development team employees; planning, assigning and directing work assignments.
2. Evaluates training courses, content, instructors, materials, equipment and facilities to ensure quality; amends and revises as necessary.
3. Works with TVTC "IT", Operations Director and program developers to ensure that the best technology is being utilized for course development and delivery.
4. Oversees the development of new training courses to ensure quality.
5. Works with client companies to identify training needs and provide solutions.
6. Responsible for Instructor development and proficiency, provides resources to ensure that Instructors can deliver effective training.
7. Remains current with policies, procedures, and processes as recommended by PRESCA and other professional agencies.
8. Attend special events, trade shows, professional conferences and PRESCA meetings as needed; represents the TVTC in a professional manner.
9. Conducts specialized and other training classes as required, maintains required qualifications to teach courses as needed.
10. Works as a course developer.
11. Informs potential customers of all the various products TVTC offers, makes sales presentations.
12. Completes other duties as required.

QUALIFICATIONS

Knowledge:

Basic office procedures, methods and computer applications.

Principles and procedures of the completion of written and electronic documents, scheduling and data entry.

English usage, spelling, grammar and punctuation.

Basic arithmetic.

Abilities/Minimum Qualifications

Must have strong work ethic.

Possess strong organizational and time management skills.

Must be available for overnight travel, sometimes for days at a time.

Thorough knowledge of safety training capabilities of the TVTC, its systems and procedures.

Able to work independently.

Detail oriented, professional attitude and reliable.

Have excellent observational and interpersonal skills.

Maintain the utmost confidentiality of company and client information.

Learn to correctly interpret and apply Company policies and procedures.

Perform general clerical work including the completion of written forms.

Type and enter data into the computer at a speed necessary for successful job performance.

Operate standard office machines and audiovisual equipment including a computer.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting or standing for extended periods of time*
- *Operating assigned equipment*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment*

Experience and Education

Preferred Experience:

Authorized OSHA outreach trainer in construction and general industry

Experience teaching OSHA 510, 511, 500, 501, 502 and 503

Extensive knowledge of 29 CFR 1910 and 29 CFR 1926

Required Experience:

5 years of general industry and/or construction safety experience. A college degree in occupational safety and health, a Certified Safety Professional (CSP), or Certified Industrial Hygienist (CIH) designation may be substituted for two years of experience. Must be able to qualify as an OSHA outreach trainer.

2 years of experience in personal or phone interaction/communication with customers or other public groups in any position.

Minimum of 1 year previous instructional/training experience.

Minimum of 5 years of petrochemical, chemical manufacturing, heavy industrial and or construction work related experience.

Preferred Education:

4-year college degree in occupational safety and health.

Required Education:

High School Diploma or equivalent.

License or Certificate:

COSS, ASP or CSP is desired but not required.

CIT is desired but not required but must obtain within 1 year of being hired.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of Star ID or valid U.S. Passport for air travel.

Training:

Current TVTC operational system overview.

Certification as an instructor for most of the TVTC offered courses.

WORKING CONDITIONS**Environmental Conditions:**

Office environment working with computers and in a field or classroom environment as needed.

Physical Conditions:

Essential functions require maintaining physical condition necessary for sitting and/or standing for prolonged periods of time. Capable of frequently lifting/carrying of objects weighing up to 25 pounds, and less frequently up to 50 pounds.

Employee Understanding

I have read and understand the written description of the aforementioned job requirements and essential job duties I have been hired to perform.

I understand that they are not all inclusive and I may be required at times to perform other duties in the organization as the need(s) may arise.

I understand that I may be required to perform these job functions at the TVTC site or at a customer location.

I understand that my job duties may require me to work overtime or to occasionally travel, to include overnight stays on rare occasions.

Employee Signature_____

Employee Name Printed_____

Date_____

HR/Management Signature_____

Date_____