INDUSTRIAL TRAINING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is technical and administrative work of a moderately complex nature involving the development of training curricula, marketing industrial training programs, conducting training sessions and coordinating and overseeing of technical response teams (i.e., Hazmat/technical rescue). The work is performed under the general supervision of a higher-level administrator and supervision may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:
Researches and analyzes various training methods, materials and aids for use in the development of industrial training classes, and develops similar methods and materials for fire training classes; Develops new business by contacting potential industrial customers and explaining the resources of the office; Meets with customers to develop programs, coordinate details and set up services; Oversees the billing and invoices related to the Industrial Training Program for the department; Researches and develops new ideas for instruction and training; Researches and prepares required data for the use in federal and New York State grant programs as related to industrial and technical programs; Instructs and coordinates industrial training sessions and may teach segments of various training classes offered at the Fire Training Center; Acts as liaison with federal, New York State and local agencies, including local fire, police, and EMS agencies related to industrial and technical training programs; Acts as liaison with fire instructors to develop and implement training curriculum and equipment needed to conduct training sessions; Ensure compliance on all OSHA/PESH standards as they relate to training programs and emergency services; Attends seminars, conferences and other educational programs in industrial training and technical response; Works with departmental staff on areas for improvement, provides recommendations, guidance, etc. in order to accomplish departmental goals and improve quality of instruction.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of the principles and practices of industrial training; thorough knowledge of hazardous materials handling and control; thorough knowledge of training techniques especially as related to fire, industrial hazard instruction and technical rescue; thorough knowledge of the prevention and control of fires; good knowledge of federal, state and local regulations (e.g. OSHA, NFPA) and industrial safety requirements; ability to market a program of industrial fire/safety instruction and develop new business in this area; ability to develop training courses of fire, hazardous material, technical response, and industrial safety instruction; ability to understand and interpret complex written material; ability to communicate effectively both orally and in writing; ability to maintain cooperative relationships with others.

MINIMUM QUALIFICATIONS:
1. A Bachelor’s degree or higher in Public Safety Administration, Occupational Safety & Health, Fire Science Technology or comparable curriculum and two (2) years of work experience in industrial safety coordination, technical rescue/response or emergency services, at least one (1) year of which shall have been paid experience in instructing or coordinating training courses; or

(over)
2. An Associate’s degree in Public Safety Administration, Occupational Safety & Health, Fire Science Technology or comparable curriculum and four (4) years of work experience in industrial safety coordination, technical rescue/response or emergency services, at least two (2) years of which shall have been paid experience in instructing or coordinating training courses.