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 and conducting training sessions in the Department of Fire and Emergency Services. The work is performed under the general supervision of the Director of Fire and Emergency Services and supervision is exercised over various technical and training personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:
Researches and analyzes various training methods, materials and aids for primarily for use in the development of industrial training classes, and may develop similar methods and materials for fire training classes;
Develops new business by contacting potential industrial customers and explaining the resources of the office of Fire and Emergency Services;
Meets with industrial customers to coordinate details and set up services to be provided at the Department of Fire and Emergency Services;
Develops new ideas for instruction and training;
Attends seminars and other educational programs in industrial training;
Instructs and coordinates industrial training sessions;
Acts as liaison with fire instructors to develop and implement training curriculum and props, as needed.

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 and industrial hazard instruction; 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 and industrial safety instruction; ability to understand and interpret complex written material; ability to communicate effectively both orally and in writing; ability to coordinate and supervise the work of instructors.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and six (6) years of paid or volunteer work experience in industrial safety coordination, at least one (1) year of which shall have been paid experience in instructing or coordinating industrial training courses.

SPECIAL REQUIREMENT: At time of appointment, must have five (5) years of paid or volunteer work experience in fire fighting and/or fire training instruction.

R.C.D.P. (03.06.2010) 08.03.2015
Competitive