

## **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.