

TVTC
Gulf Coast Training Manager (Full Time, Mobile, Pensacola)

*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.*

DEFINITION

The primary role of this position is to lead all the training and business development activities of the Mobile and Pensacola locations.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision and work/project assignments from the Director of Training. Provides supervision to all instructors (full and part time) assigned to work at Mobile and Pensacola.

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

Essential Functions:

1. Passionate about keeping workers safe.
2. Excellent presentation skills, with demonstrated proficiency in presenting information clearly and effectively.
3. Exhibit the use of course materials to ensure learning is transferred to the trainee.
4. Stay within the curriculum and content of course material.
5. Relate stories/lessons learned that are appropriate to the topic.
6. Manage courses regarding timeliness and use hands-on training props safely and effectively.
7. Demonstrate proper adult learning techniques and engage trainees in dialogue.
8. Provide administrative support in the accurate completion of training records, certificates, and other required documentation.
9. Serves as an Instructor for a variety of user level safety courses.
10. Obtains and maintains credentials for advanced level safety courses as guided by the Director of Training.
11. Oversees and manages the hiring and credentials of all Gulf Coast instructors (full and part time).
12. Manages instructor schedules for the Mobile office, Pensacola office and Gulf region off site training activities.
13. Willingness to travel offsite when needed to provide courses, some overnight travel is required.
14. Coordinates with branch Manager to ensure adequate and appropriate supplies, training aids, fit test equipment, manuals, workbooks, and other resources required to conduct effective training are readily available.
15. Performs business development duties, responsibilities include prospecting for new customers, attending community events and conferences.
16. Serves as the primary source of information concerning training courses and subjects.
17. Performs client relation duties including training assessments, course development and training aids.
18. Engages branch Manager to assist clients in coordinating TVTC services.
19. Ensure the adherence to safe work practices and procedures.
20. Perform drug screens and breath alcohol testing as required, on-site and off-site.

21. Completes professional development as assigned to maintain knowledge of state-of-the-art safety and adult learning practices.
22. Oversee the maintenance of training aids including powered equipment.
23. Maintains the storage, confidentiality, and security of customer information, training curriculum, tests, materials, resources, records, files, reports, and database related to the training process.
24. Perform other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of the TVTC related to area of work assigned.
Principles of effective communications.
Modern office equipment including a computer and audiovisual equipment.
Occupational hazards and standard safety practices.

Ability to:

Learn and deliver training on various safety related subjects.
Abide by all Company policies and procedures.
Operate a computer, audiovisual equipment and utilize various software programs.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective 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:

- *Walking or standing for extended periods of time*
- *Operating assigned vehicles*
- *Providing hands-on training using scaffolds, powered industrial trucks, elevated work platforms and others as required*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Operating assigned vehicles*

Experience, Education and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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 group in any position.

Minimum of 1 year previous instructional/training experience.

Minimum of 5 years petrochemical, 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:

CIT, COSS, ASP or CSP is desired but not required.

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

WORKING CONDITIONS

Physical Conditions:

Most positions in this class require frequent lifting/carrying of objects weighing up to 25 pounds, and less frequently up to 50 pounds, stooping, kneeling, crouching, reaching and handling.

May require operating elevated work platforms and working at heights

May require building scaffolds

May require operating powered industrial trucks

May require working in an industrial setting outdoors or indoors

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 _____