AUBURN
Human Resources

Sr. Spec, Facilities Training & Workforce Development

Job Description

JOB INFORMATION

Job Code	EB94
Job Description Title	Sr. Spec, Facilities Training & Workforce Development
Pay Grade	HR09
Range Minimum	$55,760
33rd %	$68,770
Range Midpoint	$75,280
67th %	$81,780
Range Maximum	$94,790
Exemption Status	Exempt
Organizational use restricted to the following divisions	102 Vice President-Facilities Mgmt
Approved Date:	10/20/2026 10:10:03 AM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Training & Development

JOB SUMMARY

Independently administers and manages assigned Facilities Management training, learning and development, and workforce development programs that support employee development, career pathways, and long-term workforce readiness. Coordinates an integrated Facilities Management Learning & Development System that connects training programs across the organization while preserving program and subject-matter ownership within individual functional areas. Collaborates with Facilities Management leadership, subject matter experts, educational institutions, workforce organizations, and community partners to assess workforce needs; develop learning opportunities; support employee and leadership development; and strengthen current and future workforce pipelines. Provides operational program management, consultation, facilitation, partnership development, evaluation, and continuous improvement for training and workforce development initiatives that support Facilities Management's operational needs and long-term workforce strategy.

RESPONSIBILITIES

- Coordinates and administers the Facilities Management Learning & Development System, including the training catalog, learning calendar, program inventory, learning pathways, governance processes, and training standards. Works collaboratively across Facilities Management units to connect existing training and development programs, improve visibility and access, identify opportunities for collaboration, and support a consistent employee learning experience while maintaining departmental ownership of specialized and technical training.
- Partners with Facilities Management leadership, supervisors, and subject matter experts to assess organizational learning needs and develop, coordinate, and evaluate appropriate training solutions. Supports technical, professional, supervisory, leadership, and employee-development programs, including New Employee Success Training (NEST). Develops training materials and resources and facilitates learning through classroom instruction, workshops, e-learning, demonstrations, on-the-job learning, and other appropriate delivery methods.
- Independently administers and manages assigned workforce development programs that create pathways into Facilities Management careers and opportunities for continued employee growth. Programs may include registered apprenticeships and pre-apprenticeships, Career Connections High School Jobs programs, high school co-ops and work-based learning, college internships and co-ops, student employment, job-shadowing, technical credentialing and certification programs, internal development opportunities, and career advancement pathways. Works with program owners and organizational leaders to strengthen connections among these opportunities and support an integrated workforce development ecosystem.
- Develops and maintains relationships with K–12 schools, Career and Technical Education programs, technical and community colleges, universities, workforce development organizations, community leaders, and other external partners to increase awareness of Facilities Management careers and strengthen future workforce

RESPONSIBILITIES

	pipelines. Coordinates and supports career awareness tours, job-shadowing experiences, school presentations, career fairs, facility tours, career exploration activities, and other community-based workforce development initiatives. Serves as a Facilities Management point of contact for workforce development partners and identifies opportunities to expand or strengthen partnerships. Leads and facilitates ongoing workforce development collaborations with SEC and other peer universities, including coordinating benchmarking meetings, sharing program practices and outcomes, exchanging best practices, and identifying opportunities to strengthen workforce development initiatives through professional collaboration.
•	Responsible for supporting Facilities Management learning governance by working with leadership, program owners, and subject matter experts to identify training priorities, evaluate proposed learning initiatives, reduce unnecessary duplication, share best practices, and strengthen collaboration across functional areas. Supports the Facilities Management Learning Council or other governance groups and assists in implementing identified learning and workforce development priorities. Individual departments and subject matter experts retain ownership of specialized programs and content, while this position helps connect and coordinate those efforts within the broader FM framework.
•	Maintains training and workforce development records and program documentation; establishes and tracks participation, completion, workforce pipeline, and program effectiveness metrics; and evaluates initiatives through participant feedback, stakeholder input, and program outcomes. Prepares reports and recommendations for leadership and researches emerging practices and workforce trends to identify opportunities to strengthen programs, partnerships, career pathways, recruitment, retention, employee development, and long-term workforce readiness. Independently identifies and implements improvements within assigned programs, addresses operational challenges, and recommends broader program enhancements to FM HR leadership based on evaluation findings and emerging workforce needs.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	No supervisory responsibilities.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Human Resources, Training & Development, Education, Organizational Development, Business Administration, or a related field.	and	4 years of	experience in training and development, workforce development, organizational development, program management, adult learning, educational partnerships, community partnerships, or a closely related area. Relevant experience includes developing, administering, or coordinating training programs, workforce development initiatives, career pathway programs, educational partnerships, or employee development programs.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to independently administer workforce development programs, manage competing priorities, and resolve operational challenges.	And
Knowledge of adult learning and training-development principles.	And
Knowledge of workforce development and career pathway strategies.	And
Ability to assess training and workforce development needs.	And

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to develop, coordinate, and evaluate learning programs.	And
Strong facilitation and presentation skills.	And
Ability to build effective relationships with leaders, employees, educational institutions, community organizations, and external partners.	And
Ability to coordinate multiple programs and initiatives simultaneously.	And
Strong written and verbal communication skills.	And
Ability to analyze program information and develop meaningful metrics and reports.	And
Ability to work collaboratively across organizational and functional boundaries.	And
Ability to exercise independent judgment and recommend solutions.	And
Strong organizational, project management, and continuous improvement skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing	X					
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise		X			
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.