Auburn University Job Description

Job Title: Spec, Facilities Training
Job Code: EB94
FLSA status: Exempt
Job Family: Human Resources

Job Summary
Creates, plans, organizes, and administers training programs to fulfill employees specific needs to maintain or improve job skills.

Essential Functions
1. Identifies training requirements needs, develops and executes programs to ensure professional and technical credentialing standards are achieved.
2. Provides training through variety of methods including classroom training, distance and e-learning, demonstrations, on-the-job training, meetings conferences, and workshops.
3. Organizes, manages, and executes training programs by conducting, scheduling, and arranging ongoing technical training and personal development classes for employees.
4. Develops and organizes training manuals, multimedia visual aids, and other educational materials used in development courses.
5. Develops and administers new employee orientation, including scheduling, coordinating, and facilitating meetings.
6. Manages training database systems, tracks relevant training metrics, and provides reports summarizing effectiveness of training.
7. Develops and manages leadership, management, supervisory and technical training programs covering all Facility Management functional responsibilities.
8. Evaluates instructor performance and the effectiveness of training programs, providing recommendations for improvement.
9. Develops and administers apprenticeship training programs, workforce development, and community initiatives.
10. Works with senior leadership, managers, and supervisors to determine training requirements for all of Facility Management personnel.

Supervisory Responsibility
May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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Minimum Required Education and Experience

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Bachelor's Degree</td>
<td>No specific Discipline</td>
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Experience (yrs.) 3

Knowledge of training principles and methods for curriculum and training design, teaching, and instruction.

Experience in managing, organizing, developing, conducting training programs, and workforce development initiatives.

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of training principles and methods for curriculum and training design, teaching, and instruction.

Certification or Licensure Requirements
None Required.

Pre-Employment Screening Requirements

Physical Requirements/ADA
Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/24/2023