



JOB INFORMATION

Job Code	EB94
Job Title	Spec, Facilities Training
Pay Grade	HR08
Range Minimum	\$45,000
33rd %	\$54,000
Range Midpoint	\$58,500
67th %	\$63,000
Range Maximum	\$72,000
Exemption Status	Exempt
Date Last Edited:	2/7/2024 9:17:14 AM
Legacy Date Last Edited	

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Training & Development
EEO Position Group	63D - Prof w/Other Spec GM<64625

JOB SUMMARY

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

RESPONSIBILITIES

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

SUPERVISORY RESPONSIBILITIES

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

To perform this job successfully, an individual must be able to perform the minimum requirements listed below, which are representative of the skill, and/or ability required.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline.	And	3 years of	Experience in managing, organizing, developing, conducting training programs, and workforce development initiatives.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Vision Requirements:

Ability to see information in print and/or electronically.