

POSITION POSTING

POSITION: Assistant Trainer
REPORTS TO: Facilities/Project Manager
DATE POSTED: October 31, 2017
DATE AVAILABLE: Immediate
REQUISITION NUMBER: 2017397

Summary/Objective: This posting is for a full-time, 12-month, 40 hours per week, non-exempt position. The assistant trainer's responsibilities include: Co-teaching Emergency Response, Hazardous Waste Operations, Railcar Incident Response, Confined Space and other safety and security courses, as an Assistant Trainer to a Lead Trainer (Lead Instructor). This includes oral presentations, as well as demonstrating equipment, personal protective clothing donning and doffing, and personnel and equipment decontamination operations. Setting up and assisting in the performance of hands-on scenarios. Identifying, preparing, gathering, and packing training equipment and supplies for training events into vans and trailers. Preparing training sites for courses/classes; assisting in the teardown and reloading after training. A key initial training project for which this position is responsible is the HazMat Rail course taught under the federal Assistance for Local Emergency Response Training (ALERT) grant awarded by the U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration. This position will involve 60% or more travel.

Required Education and Experience:

1. High School diploma.
2. 1-1/2 years of related work experience
3. Candidates must have knowledge and experience in hazardous materials response and cleanup, personal protective equipment identification, application, and use, as well as decontamination practices, and related training.
4. Excellent planning, organizing, adapting, and problem solving skills.
5. Demonstrate sound judgment and decision making skills.
6. Be an independent thinker and doer and a team player, depending upon the situation.
7. Be highly self-motivated; take initiative; be able to work without close supervision; and must be able to work with a broad range of types of people.

Preferred Education and Experience

1. Associate's degree.
2. Three years of related work experience.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Setup of training scenarios and sites, including loading/unloading vans and trailers.
2. Co-teach as an Assistant Instructor on assigned training classes.
3. Teardown training scenarios, equipment; reload vans/trailers after training classes.
4. Perform all other duties deemed appropriate for this position

Competencies:

1. Communication Proficiency.
2. Problem Solving/Analysis.
3. Strategic Thinking.
4. Flexibility.
5. Project Coordination.
6. Organizational Skills.
7. Self-motivated

Work Environment:

This job generally operates in a professional office environment, a classroom, or an industrial/manufacturing setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, as well as hand tools, power tools, and metering/monitoring devices.

The employee is occasionally exposed to a variety of extreme conditions at job sites. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee may be exposed to outdoor weather conditions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Travel:

Travel is sometimes local during the business day, however many projects may require more out-of-the-area and overnight travel. A valid US Driver's license with a safe driving record is required, and the energy and ability to travel. This position will involve 60% or more travel.

The Office of Human Resources will accept complete applicant files for Requisition Number 2017397 until the position is filled. Send UF Employment Application and résumé to: University of Findlay, Office of Human Resources, 1000 N. Main St., Findlay, OH 45840, HR@findlay.edu or fax information to 419-434-5976.

This position will accept applications of both on-campus and off-campus simultaneously.

The University of Findlay is an Equal Opportunity Employer/Affirmative Action Employer
Male/Female/Disabled/Vet.