

(NEW 6-17-04)
(REVISED 5-7-09)

JOB DESCRIPTION

TITLE OPERATIONAL TRAINER/MANAGER

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Associate degree required and three years of experience in Risk Management or related training background. Working knowledge of custodial, plant operator, maintenance duties/services, pesticide licensing, and asbestos management. Experience training non-instructional personnel relating to task specific duties and safety training. Computer skills required (e.g. ability to use email).
Language Skills	Ability to read, analyze and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information before groups of customers or employees of the organization.
Mathematical Skills	Ability to add, subtract multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	Ability to become certified in the State of Florida Department of Education Safety Certification Program, Asbestos Management Planning, and other certification and licensed programs regarding safety standards in the work place.
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is required to stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must lift and/or moves up to 25 pounds. Specific vision abilities required

by this job include close vision, distance vision, and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may occasionally need to work in wet or humid conditions, and be exposed to a minimal amount of outdoor weather conditions. The noise level in the work environment is usually moderate.

REPORTS TO Director of Maintenance and Operations

GENERAL RESPONSIBILITIES

1. Implements training activities for Plant Operators and Maintenance employees in the District to ensure the workforce is trained to perform their tasks.
2. Serves as the District's Management Planner for Asbestos Containing Materials.
3. Develops and implements a comprehensive safety training program for the district with specific training activities for maintenance staff, transportation staff, plant operators, warehouse workers, delivery men and nutritional service workers as well as generic training activities for all district staff.

SPECIFIC RESPONSIBILITIES

1. Provides training and oversight supervision to Maintenance employees to ensure compliance with the District's Employee Health and Safety Plan.
2. Administers Federal and State safety and compliance training to all maintenance employees to include Hazardous Communication, Right-to-Know, Lockout/Tagout, Bloodborne Pathogens, Personal Protective Equipment, Lifting Techniques, Confined Space Entry, Electrical Safety, Emergency Response, Fall Protection, Forklift Safety Training, and Slips, Trips and Falls.
3. Develops and delivers training meetings to District Plant Operators and serves as a point of contact for resolving issues at their school regarding chemical product and other issues related to training.
4. Maintains a computer-based tracking system for Plant Operators and Maintenance employees and maintains certification as a trainer for the Florida School Plant Manager Association (FSPMA).
5. Maintains a computer-based tracking system regarding mandated training (Right to Know etc.).

6. Supervises the Asbestos Containing Materials (ACM) program including monitoring existing asbestos in district and mitigating as necessary. Maintains the proper certification to perform these duties.
7. Assists plant operators in maintaining up-to-date Material Safety Data Sheets in all workplaces.
8. Serves as the Maintenance Department contact for insecticide and pesticide vendors and issues, including State of Florida certification for Plant Operators in regard to pesticides and insecticides.
9. Serves as a member of the District's Safety Committee and makes recommendations to improve district wide safety.
10. Assists with post storm damage assessment and works with representatives from FEMA to compile district's loss claims.
11. Utilizes the work order system and provides support in issuing work requests received from schools and departments.
12. Assists with monitoring hazardous waste at the maintenance and transportation departments and works with administration in ensuring the waste is disposed of properly.
13. Fills in as a Supervisor in the Maintenance Department when needed.
14. Performs other duties as assigned.

