

**BOISE SCHOOL DISTRICT**  
**CLASS SPECIFICATION**  
**Facilities and Operations**

**FACILITIES & OPERATIONS ASSISTANT  
MANAGER/TRAINING SPECIALIST**

**Purpose of Class**

Provide assistance to Facilities Services Manager and Custodial Area Manager. Fulfill duties of Custodial Area Managers in their absence. Develop and manage training program for the Facilities & Operations Department that meets industry safety standards. Design, develop and deliver training materials to employees of the Facilities and Operations Department; perform related work as required.

**Primary Function**

The primary functions of this position are to develop and manage the training program of the Facilities & Operations Department, and provide professional services in assisting the Facilities Services Manager and Custodial Area Manager. This position fills in for and assists the Custodial Area Manager in screening of job applications, conducting job interviews and assessing candidates for custodial positions. Activities encompassed in this position include conducting new employee orientations, developing and presenting ongoing training materials, and presenting mandatory training seminars coordinated by the District for all Facilities & Operations staff. Duties include researching varied topics, developing training materials and content using adult-learning principles, maintaining records of training class attendance, developing professional development plans, and compiling reports on various topics relevant to the work of the department. This position regularly performs tasks wherever needed to maintain effective and efficient facilities and operations. Work is performed under the direct supervision of the Custodial Area Manager. The principal duties of this class are performed in an indoor environment, although some situations may involve related hazards and outdoor work in inclement weather conditions.

**Essential Duties and Responsibilities**

- Develops and manages training program for Facilities and Operations Department
  - Researches, designs and develops training materials and presentations
- Conducts training presentations on varied topics to 295 full time employees and about 90 part time and seasonal employees
- Conducts Job Hazard Analysis with each shop (7) and school site (50)
  - Makes recommendations for elimination of job hazards
  - Conducts follow-up visits to ensure safety measures have been put in place and are being utilized effectively
- Conducts new employee orientations
  - Presents various training topics: blood borne pathogens; hazardous materials; asbestos awareness; on the job safety; back safety; ladder safety; chemical safety; personal protective equipment; sexual harassment awareness
  - Reviews District policies: Classified Employee Handbook
- Compiles statistics on safety-related topics; prepares reports for supervisors and incorporates results into training presentations
- Maintains records on training attendance, Toolbox Topics sessions, and video reviews
- Maintains awareness of current adult-learning techniques and methods
- Maintains active membership in Safety Professional Association: keep current on safety issues by reading safety journals, and other sources
- Operates personal computer and job-related software

- Operates training-related equipment such as television, video cassette recorder, digital video player/recorder, projector, etc
- Operates utility van or pickup for hauling custodial equipment throughout the District
  - Requires valid driver's license
  - Requires ability to drive utility vehicle
  - Requires ability to operate lift gate on utility vehicle
  - Requires ability to load, secure, and unload equipment in utility vehicle
- Manage custodial equipment repair process: receiving equipment repair requests; collecting broken equipment and delivering to repair shop; and delivering repaired equipment back to school sites.
- Meets with school and District personnel to discuss requested or mandated training topics and expected outcomes
- Attends and actively participates in required training classes

### **Other Duties and Responsibilities:**

- May be required to work other than regularly scheduled work hours
- Conducts job interviews
- Supervises custodial staff
- Assists in disciplinary process with F&O employees
- Assists with testing and issuing supplies and equipment
- Chairs Emergency Preparedness Committee: takes lead role in organizing F&O for emergency preparedness, educating and training staff, acquiring required materials and equipment
- Assists with timecards, reports, and calculations as needed
- Performs other related duties as assigned

### **Classification Requirements**

#### **Knowledge of:**

- Safety standards and procedures applicable to F&O and school district environment
- Adult learning methods (Andragogy), inter-active training techniques and instructional methods to ensure productivity and innovation
- Developing and delivering training materials and presentations
- Planning and organizing training sessions and in-service events
- Personnel management techniques
- Maintaining records and files, both computerized and hard copy
- Operation of a personal computer and job-related software
- Preparation of detailed and accurate records of work performed

#### **Ability to:**

- Design, develop and deliver training sessions using effective andragological methods
- Learn and implement new safety standards and procedures
- Conduct research to design job-related training sessions
- Engage in problem-solving discussions with supervisors and peers
- Maintain detailed and accurate records of work performed
- Operate a personal computer and job-related software
- Prepare accurate, complete and timely reports
- Communicate effectively, both orally and in writing
- Perform multiple tasks simultaneously, including handling interruptions
- Work independently or as a team member
- Follow oral and written instructions and observe District policies and procedures
- Maintain confidentiality

- Establish and maintain effective working relationships with District staff, students and other personnel, as well as contractors, government representatives and others associated with job duties

### **Acceptable Experience and Training**

- Associate's degree with preferred coursework and experience in adult-learning principles and methods, preferably including the psychology of adult learning
- Certification in Safety Management/Training required, or willingness to receive certification in a timely manner
- Three (3) years experience in designing and conducting training presentations for adults, preferably in safety or safe working conditions
- Experience supervising adult workers
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Assistant Manager & Training Specialist

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively in person, comprehend written and oral instructions, and hear sounds within the normal range of conversation and alarms
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to conduct research to develop effective training curricula, to prepare reports as required, and to prepare multimedia presentations and other training materials
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and audio-visual equipment
- Sufficient personal mobility, agility, strength and reflexes, with or without reasonable accommodation, which permits the employee to work in indoor and outdoor conditions, to stand or sit for long periods of time and to perform skilled job-related tasks
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Related job tasks may require, with or without reasonable accommodation, lifting or moving up to 100 pounds occasionally, walking over uneven flooring or construction sites, working in confined spaces, climbing and standing on ladders, crawling, stooping, kneeling, bending, crouching and reaching.