

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

**FACILITIES & OPERATIONS**  
**TRAINER**

**Purpose of Class**

Designs, develops and delivers training to employees of the Facilities and Operations Department; performs related work as required.

**Primary Function**

The primary function of an employee in this position is to conduct new employee orientations, develop ongoing safety training programs, and to present 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, providing new employee orientations, and compiling reports on safety-related or other topics. This position regularly performs tasks wherever needed to maintain effective and efficient facilities and operations. Work is performed under the general supervision of the Custodial Services Supervisor. 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 (will vary by assignment)**

- Researches, designs and develops training materials and presentations;
- Presents training presentations on varied topics, usually related to safety and safe working conditions;
- Conducts new employee orientations, typically with a focus on safety topics, review District policies such as the Classified Handbook and presents the Respectful Workplace: Sexual Harassment seminar;
- Conducts Job Hazard Analysis at each site & school site;
- Compiles statistics on safety-related topics; prepares reports for supervisors and incorporates results into training presentations;
- Maintains records on training attendance, Toolbox Topic sessions and video reviews;
- Prepares reports as requested by supervisors;
- Maintains awareness of current adult-learning techniques and methods;
- Operates personal computer and job-related software;
- Operates training-related equipment such as television, video cassette recorder, digital video player/recorder, projector, etc.;
- 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;
- Assists with testing and issuing supplies and equipment;
- Maintains Safety Professional Association membership; keep current on safety issues by reading journals and other resources;
- Assists with timecards, reports, and calculations as needed;
- Performs other related duties as required.

### **Classification Requirements**

#### **Knowledge of:**

- Adult learning methods (androgyny) and inter-active training techniques;
- Developing and delivering training materials and presentations;
- Planning and organizing training sessions and in-service events;
- 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 androgological methods;
- 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**

- High school diploma or GED with preferred coursework and experience in adult-learning principles and methods, preferably including the psychology of adult learning; Associate Degree preferred; Certification in Safety Management Training required, or willingness to receive certification in a timely manner;
- Requires experience with the methods and practices of maintaining site facilities.
- One (1) years experience in designing and presenting training presentations for adults, preferably in safety or safe working conditions; three (3) years experience is preferred; and

- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Trainer.

### **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 50 pounds frequently and 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.