

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> FT, 12 months	<b>Title</b> SAFETY / OSHA TRAINER
<b>Revised:</b> 1/13/2016	<b>Department</b> TRAINING AND DEVELOPMENT SOLUTIONS (TDS)
<b>Level:</b> Training/Business	<b>IPEDS</b> OTHER PROFESSIONAL
<b>FLSA:</b> Exempt	<b>Reports to</b> DIRECTOR OF TDS

**POSITION SUMMARY**

Provide instruction and training for non-credit classes and workshops for business and industry throughout the region. Specific areas include safety, hazardous materials, and OSHA training. This position will also market and recruit training opportunities for the TDS to area business and industry; provide training for Crowder College staff on the proper handling, storage, labeling and disposal of hazardous materials; and schedule and oversee the storage, shipping and disposal of hazardous materials for Crowder College.

**MAJOR FUNCTIONS**

1. Provide instruction and training for business and industry.
2. Coordinate and prepare Hazardous Materials and Safety Courses such as Emergency Response to Chemical Spills; Confined Space Entry and Rescue; Waste Site Worker Health and Safety, and OSHA Training materials as required. (Books, presentations, class materials, equipment, etc.)
3. Load/unload equipment as needed.
4. Clean and maintain equipment.
5. Assist in marketing and scheduling Hazardous Materials, Safety, and OSHA Training.
6. Transport training materials and equipment as necessary to off-campus sites.
7. Develop and maintain positive relationships with students, customers, businesses, and staff.
8. Coordinate and prepare written materials, forms, and documents appropriate to instructional and administrative needs.
9. Maintain compliance for Crowder College with DNR and the EPA.
10. Provide training for Crowder College staff regarding safety and hazardous material handling.
11. Schedule and oversee the storage, shipping, and disposal of hazardous materials for Crowder College.
12. Perform other related duties as required.

**KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

1. Bachelor's degree preferred. Appropriate related experience considered in lieu of education.
2. OSHA Authorized General Industry and/or Construction Trainer certification required or willingness to attain same upon hire.
3. 40 Hour Hazwoper Trainer certification required or willingness to attain same upon hire.
4. Confined Space Entry Rescue Trainer required or willingness to attain same upon hire.
5. 3 years' experience in, and knowledge of EHS, OSHA, EPA and DOT regulations and compliance are required. Other Trainer Certifications or Official Designations by OSHA, EPA, and DOT are preferred.
6. Teaching experience preferred.
7. Valid Class A CDL with air brake license preferred with good driving record or ability and willingness to complete requirements for CDL following hire.

**EQUIPMENT/SOFTWARE**

Operate and maintain hazardous materials, safety, and OSHA training equipment

Drive college vehicles as needed, including vans and trucks.

Information Technology Abilities required:

Ability to operate a personal computer using the Windows environment.

Ability to operate a personal computer within the Crowder College Network environment.

Ability to use E-mail.

Ability to perform basic word processing using MS Word.

Ability to perform basic spreadsheet functions using MS Excel

**POSITIONS SUPERVISED**

None.

**WORKING CONDITIONS**

1. Varied environments from classrooms, industrial sites, confined spaces, and/or outdoors.
2. Responsibilities occasionally involve evening and weekend work.
3. Travel required for some assignments.
4. A neat appearance and appropriate apparel are required.

**PHYSICAL DEMANDS**

1. May require lifting of up to 50 pounds.
2. Requires mobility within the office, classrooms, and training sites.
3. Input and access information-using computers.

**CREATIVE AND ANALYTICAL SKILLS**

1. Ability to devise or modify methods or processes to solve specific problems.
2. Ability to interpret a variety of technical and instructional material.

**LANGUAGE/COMMUNICATIONS SKILLS**

1. Ability to communicate effectively with a variety of people, including employees, students, customized training customers, and the general public.
2. Ability to read and understand technical journals and similar publications.
3. Ability to effectively present information and respond to questions.