

CLASS TITLE: TRAINING TECHNICIAN

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for performing specialized technical training, assisting with departmental safety and administrative training and other related duties as assigned.

ESSENTIAL TASKS:

- Trains employees on a variety of specialized equipment and systems
- Conducts employee training, manages class schedules, assessments and testing
- Coordinates all equipment needs for classes and assessments and monitors equipment repairs and maintenance
- Assists with the departmental safety program, identifying safety issues and suggesting improvements
- Collects, enters and organizes new employee training information and maintains pertinent records and files
- Creates customized curriculum and conducts specialized technical training classes and assessments
- Assists in planning training area improvements and provides training area customer service for internal user groups
- Assists departmental management with development and revisions of operational policies and procedures
- Provides performance assessments for employees including new hires and internal progression applicants
- Assists with departmental onboarding program
- Must report to work on a regular and timely basis

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

QUALIFICATIONS:

Training and Experience: High School Diploma or GED and five (5) years of experience in field or technical operations, including lead experience and/or advanced technical training with specialized equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the operations, repair and maintenance of departmental systems and specialized equipment; good knowledge of adult learning principles and techniques for training purposes and considerable knowledge of the hazards and safety precautions of specialized equipment operation. Ability to gather and assimilate information relevant to preparing departmental technical coursework; ability to operate specialized technical software programs, i.e. pipeline inspection; ability to assess use of equipment; ability to communicate effectively, both verbally and in writing; ability to compile reports; ability to develop and conduct an effective departmental training program; ability to analyze and assess equipment related issues; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding. Advanced level skill in departmental operations; and skill in the operation of personal computer and specialized audio/visual equipment.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifts/carries up to 25 pounds; frequent pushing up to 25 pounds; occasional lifts/carries up to 50 pounds; occasional pushing up to 50 pounds; frequent pulling up to 25 pounds; frequent reaching, balancing, bending, kneeling, handling, climbing, smelling and twisting; occasional crawling and feeling; and vision, speech and hearing sufficient to perform the essential tasks. Arm and hand dexterity enough to use a computer keyboard.

Licenses and Certificates: Possession of a valid Class "A" Commercial Driver's License (CDL) in some positions; possession of forklift training and excavation competent person certifications in some positions; and Confined Space Entry certification in some positions. Some positions may require National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Certification Program

(PACP) certificate and NASSCO Manhole Assessment and Certification Program (PACP) certificate within one year of employment. Must obtain the appropriate Oklahoma Department of Environmental Quality Water/Wastewater "C" Operator licenses within 6 months of employment in some positions.

Working Environment: Working environment is primarily outdoors and occasionally indoors in an office and/or classroom setting; and may require traveling to various City locations to conduct training sessions or investigations.

Class Code: 3575

EEO Code: N-07

Pay Code: AT-28

Group: Clerical and Administrative

Series: General Administrative

Effective Date: November 15, 2017