

# Water Authority Position Description

## TRAINING SPECIALIST

Status	Position Code	Level	Date
APPROVED	TRSP	M26	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

DEVELOP, COORDINATE AND IMPLEMENT ALL IN-HOUSE TRAINING ACTIVITIES IN CONJUNCTION WITH THE TRAINING ADVISORY COMMITTEE. CONDUCT RESEARCH, IMPLEMENT SPECIALIZED TRAINING CLASSES AND EVALUATE CURRENT TRAINING PROGRAMS. PERFORM A VARIETY OF PROFESSIONAL AND TECHNICAL TASKS IN SUPPORT OF ASSIGNED AREA OF RESPONSIBILITY.

### MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE FROM AN ACCREDITED COLLEGE WITH MAJOR COURSE WORK IN ORGANIZATIONAL TRAINING, WATER/WASTEWATER TECHNOLOGY, CONSTRUCTION MANAGEMENT, BUSINESS TECHNOLOGY OR A RELATED FIELD, PLUS FIVE (5) YEARS EXPERIENCE IN ANY COMBINATION OF THE FOLLOWING FIELDS, ORGANIZATIONAL TRAINING, EDUCATIONAL TEACHING, WATER/WASTEWATER TECHNOLOGY OR CONSTRUCTION MANAGEMENT.

### ADDITIONAL REQUIREMENTS

POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.  
 FOR WASTEWATER TREATMENT PLANT OPERATOR CERTIFICATION PROGRAM:  
 POSSESSION OF A STATE OF NEW MEXICO WASTEWATER TREATMENT CERTIFICATE, LEVEL IV FOR WASTEWATER LINE MAINTENANCE CERTIFICATION PROGRAM:  
 POSSESSION OF A STATE OF NEW MEXICO WASTEWATER COLLECTION SYSTEMS CERTIFICATE, LEVEL II OR WASTEWATER TREATMENT CERTIFICATE, LEVEL II  
 FOR WATER UTILITY TECHNICIAN CERTIFICATION PROGRAM: POSSESSION OF A STATE OF NEW MEXICO WATER SYSTEMS CERTIFICATE, LEVEL IV  
 DEPENDING ON LOCATION MUST SUBMIT TO OZONE MEDICAL EXAM, AS APPROPRIATE TO THE JOB POSITION, PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE.

### SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL DIRECTION FROM ASSIGNED SUPERVISORY OR MANAGEMENT STAFF.

**ESSENTIAL FUNCTIONS**

1. DEVELOP COURSES TO MEET THE AUTHORITIES TRAINING NEEDS INCLUDING CERTIFICATION PROGRAMS. COORDINATE TRAINING AND EDUCATIONAL ACTIVITIES WITH THE AUTHORITY TRAINING ADVISORY COMMITTEE.
2. RESEARCH AND PLAN SPECIALIZED TRAINING ACTIVITIES AND CLASSES INCLUDING IN-SERVICE TRAINING. COORDINATE, SCHEDULE AND CONDUCT TRAINING ACTIVITIES.
3. RECOMMEND AND ASSIST IN THE IMPLEMENTATION OF GOALS AND OBJECTIVES; ESTABLISH SCHEDULES AND METHODS FOR PROVIDING TRAINING SERVICES; IMPLEMENT POLICIES AND PROCEDURES.
4. MONITOR PROGRAM PERFORMANCE; RECOMMEND AND IMPLEMENT MODIFICATIONS TO SYSTEMS AND PROCEDURES.
5. PROMOTE AND COORDINATE SPECIFIC ACTIVITIES INCLUDING COURSE SCHEDULES AND ANY SPECIALIZED TRAINING PROGRAMS BEING OFFERED; PREPARE PROGRAM EVENT AND MATERIAL INCLUDING FLYERS, SCHEDULES OF EVENTS, PAMPHLETS AND BROCHURES.
6. SCHEDULE USAGE OF MEETING FACILITIES FOR ACTIVITIES INCLUDING TRAINING EVENTS, CLASSES, AND ACTIVITIES; PROVIDE INFORMATION AND ASSISTANCE TO USERS OF FACILITIES.
7. MAINTAIN RECORDS AND DEVELOP REPORTS CONCERNING NEW OR ONGOING PROGRAMS AND PROGRAM EFFECTIVENESS; MAINTAIN RECORDS FOR TRAINING EVENT ATTENDANCE; MAINTAIN AND FILE TRAINING REPORTS; PREPARE STATISTICAL REPORTS AS REQUIRED.
8. MONITOR AND UPDATE EMPLOYEE STATE CERTIFICATION TRAINING HOURS AND CERTIFICATION STATUS. INTEGRATE AUTHORITY CERTIFICATION TRAINING WITH THE NEW MEXICO WATER QUALITY CONTROL COMMISSION REQUIREMENTS.

**SUPPLEMENTAL FUNCTIONS**

1. MONITOR PROGRAM COMPLIANCE WITH LAWS, RULES AND REGULATIONS RELATED TO PROVISION OF TRAINING AND RELATED SERVICES.
2. DEVELOP SURVEY INSTRUMENTS; CONDUCT SURVEYS OF PROGRAM PARTICIPANTS TO DETERMINE PARTICIPANT NEEDS; INTERPRET AND RECORD SURVEY RESULTS; IMPLEMENT PROGRAM CHANGES IN RESPONSE TO RESULTS.
3. MAINTAIN AWARENESS OF NEW DEVELOPMENTS IN THE FIELD OF EDUCATION; INCORPORATE NEW DEVELOPMENTS AS APPROPRIATE INTO PROGRAMS.
4. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

**PREFERRED KNOWLEDGE**

BASIC OPERATIONS, SERVICES AND ACTIVITIES OF TRAINING PROGRAM  
PRINCIPLES AND PRACTICES OF PROGRAM DEVELOPMENT AND IMPLEMENTATION  
MODERN LEARNING TECHNIQUES AND THEORY  
RECENT DEVELOPMENTS, CURRENT LITERATURE AND INFORMATION RELATED TO TRAINING  
PRINCIPLES AND PRACTICES OF MANAGEMENT/LABOR RELATIONS  
MODERN OFFICE EQUIPMENT INCLUDING COMPUTERS  
PERTINENT FEDERAL, STATE, AND LOCAL LAWS, CODES AND SAFETY REGULATIONS

**PREFERRED SKILL/ABILITY**

COORDINATE AND DIRECT TRAINING PROGRAMS  
RECOMMEND AND IMPLEMENT GOALS AND OBJECTIVES FOR PROVIDING TRAINING  
SERVICES PREPARE ACCURATE SCHEDULES, OUTLINES, MATERIALS AND REPORTS  
INTERPRET AND EXPLAIN AUTHORITY POLICIES AND PROCEDURES  
ALLOCATE LIMITED RESOURCES IN A COST EFFECTIVE MANNER  
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE  
CONTACTED IN THE COURSE OF WORK INCLUDING THE GENERAL PUBLIC

**WORKING CONDITIONS**

OFFICE AND FIELD ENVIRONMENT. MAY BE EXPOSED TO NOISE, GAS, FUMES.

**PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED  
DUTIES AND RESPONSIBILITIES SUCH AS SITTING OR STANDING FOR PROLONGED  
PERIODS OF TIME. MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND  
PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF  
ASSIGNED DUTIES.