

Barton County Community College Job Description

*Position Title: OSHA Trainer	Prepared On: 2/19/14
-------------------------------	----------------------

Reports to: Coordinator of Workforce Training Projects and Events	Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt
Department: Workforce Training & Community Education	Effective Date: 03/01/2014
Revised Date:	Supervises: n/a Direct n/a Indirect
Approved by: AMH	Approved by:

Role: Prepare and teach 10- and 30-hour OSHA courses for the construction industry as well as the general industry. May include daytime, evening and/or weekend trainings. Training assignments will be on an as needed basis.

Major Duties and Responsibilities:

% of Time ¹	Major Duties and Responsibilities	(E) Essential or (N) Nonessential
30	Collaborate with OSHA Program Coordinator and Coordinator of Workforce Training Projects & Events on all aspects of training including course content and scheduling.	(E) Essential
60	Provide OSHA training to area industry employers and employees. Classes will include both 10- and 30- hour Construction Industry and General Industry offerings.	(E) Essential
5	Maintain and update industry certification as required by Midwest OSHA Education Center.	(E) Essential
		Select From List
		Select From List
		Select From List
		Select From List
5	Performs other duties as needed or assigned.	(N) Nonessential

100% (Percent of time must total 100 %.)

Expectations:

¹ Percent of time must be 5% or greater and less than 50%. E.g., 5-49%

1.	Serve on behalf of Barton Community College to offer OSHA training courses.
2.	Work successfully with Coordinators to plan and implement trainings.
3.	Maintain confidentiality.
4.	Exhibit professionalism and tact when interacting with Barton personnel, clients or students.
5.	Exhibit good verbal and written communication skills.

Knowledge and Skills:

Experience:	Five years of either construction or general industry safety experience (a college degree in occupational safety and health, a Certified Safety Professional (CSP), or Certified Industrial Hygienist (CIH) designation in the applicable training area may be substituted for two years of experience).
Education:	For Construction: Completion of OSHA #500 Trainer Course in Occupational Safety and Health Standards for Construction and #510 Occupational Safety and Health Standards for the Construction Industry. For General Industry: Completion of OSHA #501 Trainer Course in Occupational Safety and Health Standards for General Industry OSHA #511 Occupational Safety and Health Standards for General Industry.
Other Skills:	The ability to work with students of all ages and levels of experience is necessary.

Physical Safety/Working Environment:

Physical Safety (Check One):	<input type="checkbox"/> The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work. <input checked="" type="checkbox"/> The work requires minor physical exertion such as short periods of standing, walking over rough uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of lightweight objects with infrequent bending or stooping alternating with the lighter activities. Job requires minimal agility and dexterity. <input type="checkbox"/> The work requires moderate physical exertion such as long periods of standing, repetitively lifting lightweight objects with frequent bending or stooping, recurring lifting of moderately heavy items such as computer,
------------------------------	---

	<p>printers or record boxes. Occasionally lifts heavy objects (over 50 pounds). Job requires average agility and dexterity.</p>
<p>Working Environment (Check One):</p>	<p><input type="checkbox"/> Regular exposure to favorable conditions such as those found in a normal office or classroom.</p> <p><input checked="" type="checkbox"/> Occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings.</p> <p>Regular exposure to unfavorable environments such as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> weather <input type="checkbox"/> body fluids <input type="checkbox"/> toxic laboratory <input type="checkbox"/> industrial chemicals <input type="checkbox"/> confined locations <input type="checkbox"/> dirty and noisy locations <p>Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.</p>

This Job Description is not a complete statement of all duties and responsibilities comprising this position.