

## **TRAINING DEVELOPMENT SPECIALIST II**

### **DIVISION FOR AIR QUALITY TRAINING COORDINATOR DUTIES**

1. Meets with Branch Managers to determine training needs for employees in each branch.
2. Prioritizes training needs and determines the least costly way to provide technical training (EPA/APTI) based on location and availability of training.
3. Assists in auditing requests for travel and training and auditing travel vouchers for out-of-state travel/training.
4. Monitors Metro 4 training budget.
5. Maintains documentation of training for each employee.
6. Assists in the development of training plans for each employee.
7. Answers employee's questions about training opportunities.
8. Tracks FA/CPR/BBP certification for first responders in the central office and those Regional Office employees who are required to be certified. Reminds Safety Officers in the Regional Offices of the need to set up refresher training and helps with finding certified instructors when necessary.
9. Communicates with national training providers, training coordinators in other states, and APTI/EPA staff regarding training needs and opportunities.
10. Provides new employee orientation and creates new manuals as needed.
11. Assists in Cabinet-wide training of inspectors and enforcement staff as needed.
12. Participates in monthly STAPPA/ALAPCO Joint Training Committee Conference calls and quarterly Education and Outreach conference calls.
13. Represents the agency at the annual SESARM/Metro 4 Training Coordinators Meeting, the Satellite Downlink Coordinator's Annual Conference and biannual STAPPA/ALAPCO Joint Training Committee meetings.
14. Facilitates training events.
15. Contracts with outside vendors to provide in-house training as needed
16. Provides occasional supervision to the Administration Section in the Section Supervisor's absence.
17. Coordinates Fit Testing of respirators for inspectors.
18. Provides weekly report of training activities and pending training to the Director.