

SCDHEC/Bureau of Air Quality
Air Education & Outreach Section
Training Coordinator Job Duties

Job Duty 1: Serve as training coordinator for BAQ staff, EQC District Air employees, and Division of Air Quality Analysis (LAB) staff.....40%

Standard: Initiate awareness of the importance of training with each employee, ensuring that they have a copy of training curriculum for their discipline/section and information on how and where they can obtain mandatory training. Maintain current training information in the Air Directory (along with photographs and personal information), TRAMs Agency Registrar, and files. Distribute APTI self-instruction course materials as required or requested. Work with supervisors to keep curricula current and advise them of individual employee's training status, as appropriate. Register employees for 400 level APTI courses at area training centers or other locations.

Job Duty 2: Facilitate training courses and telecourses.....30%

Standard: Schedule and/or coordinate logistics and attendance at Smoke Schools, EQC Schools, CARB 100, 2000, and other courses, telecourses and other workshops/updates broadcast via satellite downlink or ETV, and special regional training (sponsored by Metro 4/SESARM, Rutgers, EPA, or other providers). This is to include timely and clear communication of training opportunities, registration, copying and distributing of course materials, providing audio-visual equipment when needed, and other activities involved in this process. Arrangements for courses must follow Agency procurement processes.

Job Duty 3: Serve as SCDHEC/BAQ's training representative at department, state, regional, and national level.....15%

Standard: Coordinates with EQC Training Coordinator, as appropriate. Attend DHEC Training Coordinator quarterly meetings, sharing information and keeping up-to-date on department training policies and procedures. Attend scheduled STAPPA/ALAPCO/EPA Joint Training Committee meetings and provide input, as appropriate. Attend annual APDLN Site Coordinators' and National Training Coordinators' conference, taking an active role as required on program or committees. Attend annual Southeast Training Coordinators meeting, hosting upon request, and maintain weekly contact with other training coordinators in the southeast in order to share and coordinate training opportunities and challenges. Participate in conference calls for all regional and national groups. Complete training surveys and make course recommendations, as appropriate. Communicate important information to supervisor and/or other appropriate Air Program staff.

Job Duty 4: Serve as Safety Coordinator for BAQ.....5%

Standard: Represent BAQ on the EQC Safety Committee at quarterly meetings. Conduct annual safety inspections of bureau offices to identify hazards to staff and provide appropriate follow-up to see that problems are corrected. Maintain supply of safety equipment for bureau staff and ensure PPE Documentation is completed and kept up to date as required by OSHA. Ensure staff receives appropriate safety training, as required. Promote awareness of safety issues within the bureau.

Job Duty 5: Assist in Outreach and Education activities.....5%

Standard: Provide prompt, courteous, and appropriate information to general public upon request. Set up and coordinate exhibits, as needed. Assist outreach staff in preparation, presentation, or dissemination of programs or materials, as appropriate.

Job Duty 6: Maintain and encourage use of Air Training Resource Center.....5%

Standard: Ensure that "Air It Out" tapes, videos of broadcast workshops and updates, videos and manuals for 400 level APTI courses, manuals for APTI self-instruction courses, CARB manuals, and other training materials are available to Air Program staff and others, as requested. Communicate the availability of these materials. Keep updated.