



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## Training Logistics Specialist

<b>Group-Section:</b> Water System Operations Group – Environmental Health and Safety Section	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> SUPV	<b>Salary Grade:</b> 59 <b>Job #:</b> Y15
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### JOB SUMMARY

Responsible for training-related logistics and coordination efforts associated with multiple jurisdictional regulatory agencies, affecting the operation of commercial vehicles, light and heavy equipment, mobile cranes and their respective ancillary support equipment/infrastructure.

### OVERSIGHT

**Supervision Received:** Receives direction from the Team, Unit, Section, or Group Manager.

**Supervision Given:** May exercise technical and/or functional direction over assigned staff.

### JOB DUTIES

1. Coordinates all aspects of Metropolitan's Commercial A and B licensing program. Identifies State regulatory requirements, reviews vendor training programs to ensure they meet all State requirements as well as meet the needs of Metropolitan, and coordinates training schedules with management, employees, and vendors. Provides instructional materials to assist employees in obtaining drivers permits. Coordinates equipment used to perform behind the wheel driving.
2. Acts as a State-Certified Designated Operator for Underground Storage Tank operations and the development and delivery of corresponding training materials. Identifies and monitors existing and changing State and Federal Underground Storage Tank training requirements. Monitors employee training plans to ensure compliance with training requirements. Schedules and presents training as required.
3. Identifies and monitors existing and changing Federal and State Equipment Operator training requirements. Performs field and administrative needs assessments to identify Metropolitan's training requirements. Develops training materials, presentations, and skills assessment exams.
4. Identifies and monitors existing and changing Federal and State Mobile Crane Operator training requirements. Reviews outsourced vendor training programs to ensure compliance with regulations. Coordinates with management, employees, vendors, National Commission of Certified Crane Operators (NCCCO), and International Assessment Institution (IAI) to schedule training classes. Monitors employee progress. Participates in field training sessions as Metropolitan's onsite representative. Facilitates certification paperwork and accuracy of records.

5. Identifies and prepares course curriculum and lesson plans within the subject matter areas assigned as they relate to safety, environmental, equipment and other specialty roles. Assists other instructors and Safety representatives with the development of a variety of training materials including development of online based training curriculum for assigned subject matters utilizing the standardized training curriculum development software.
6. Instructs all levels of employees, trainees, apprentices, and journey-level workers in safety, and environmental courses including current and emerging practices, and applicable codes and safety regulations using a variety of educational strategies, training methods, and delivery options including classroom, on-the-job, and electronic learning.
7. Runs training reports to identify required training, determine compliance gaps, identify training locations and develop training schedules for assigned programs.
8. Conducts strategic customer needs assessments to define training content and identify knowledge and skill gaps; leads development and delivery of new training or updating of existing training curriculum.
9. Develops and utilizes appropriate assessment methodologies including written examinations, and practical hands-on demonstrated proficiencies. Performs examination evaluation and grading, required record keeping and reporting functions related to training and educational activities.
10. Perform other related duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree or equivalent from an accredited college in Business administration, Public administration or a related field and seven years directly related experience.

**Required Knowledge of:** Large commercial fleet and equipment operations and regulatory requirements and/or related fields, vendor services contract management and administration, commercial vehicle licensing and operations, vocational training means and methods; project management; federal, state and local laws related to field of expertise; budgetary concepts and procedures; administrative practices; Metropolitan facilities.

**Required Skills and Abilities to:** Communicate effectively to individuals and groups; create presentations and correspondence using computers and multimedia training tools; and interact and coordinate with regulatory agency personnel and Metropolitan management.

Job Title: Training Logistics Specialist

Job Code: Y15

Adopted: 11/23/10

Revised: 04/29/12

Supercedes: 11/23/10

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### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

#### **Certificates**

- Certified Designated Operator under the State of California Underground Storage Tank regulations

#### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment.

#### **Registrations**

- None

### **PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements.