



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## TRAINING SPECIALIST

<b>Group-Section:</b> Various	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 45 <b>Job Code#:</b> YC08
-------------------------------	---	---

### JOB SUMMARY

This is the journey level performing Training Specialist job duties. Positions at this level are responsible for modifying and delivering pre-developed training courses.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are journey level in the subject matter to be taught and an intermediate level in the instructional methods and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

### OVERSIGHT

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

### JOB DUTIES

1. Modifies, adapts, and updates course curriculum and lesson plans within the subject matter areas to be taught as they relate to safety, electrical, electronics, mechanical, hydraulics, water treatment operations, water distribution operations, equipment and specialty roles.
2. Instructs all levels of employees (e.g., trainees, apprentices, journey-level, and managers) in safety, environmental, skilled trades and technical courses including current and emerging practices, trouble-shooting problems, and applicable codes and safety and environmental regulations using a variety of educational strategies, training methods, and delivery options including classroom, lab exercises, simulations, on-the-job, hands-on manipulative practice exercises and electronic learning.
3. Adapts learning strategies, methods, processes and curriculum for developing workforce capability.
4. Uses appropriate learning assessment methodologies including written examinations, and practical hands-on demonstrated proficiencies.
5. Performs examination evaluation and grading, required record keeping and reporting functions related to training and educational activities.
6. Stays abreast of best practices in training to continuously develop methods for renewing/refreshing curriculum.

7. Interacts with staff, team members, managers, apprentices, trainees, and journey-level workers within Metropolitan and with training professionals and consultants outside Metropolitan.
8. Ensures effective administration of training processes and policies.
9. Supports deployment of training in one or more areas of training content.
10. Performs other related job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

High school diploma or general education development test (GED) and six years of occupational experience in the subject matter areas including at least two years at the journey-level; or an Associate's degree and four years of occupational experience in the subject matter areas including at least two years at the journey-level; or  
A bachelor's degree from an accredited college or university in a related field and two years of relevant experience.

**Required Knowledge of:** Adult learning principles and methodologies; strategies and techniques, and educational principles and technology in instructional design, development and delivery of technical education courses, programs, and on-the-job training; human performance technology; training and development practices; operating principles of water treatment and distribution systems; pertinent Federal, State and local laws, codes and regulations in one of the following areas: Employee career development and job skills development, or Management and/or leadership development.

**Required Skills and Abilities to:** Use a variety of course curriculum and instructional materials for a variety of delivery channels including classroom, self-study and web/multimedia; deliver training using a variety of teaching methodologies and media; manipulate the tools and equipment of the journey-level trades and occupations within the applicable subject matter areas being taught; assess student performance and progress and provide appropriate feedback; communicate verbally in group and individual settings to both explain and clarify subject matter; interpret, explain and enforce Federal, State and local laws, codes and regulations applicable to the subject matter areas being taught; operate office equipment including computers and supporting word processing applications; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; make decisions and operate independently with respect to moderately complex issues and business requirements; work both independently and as a member of a team; strong customer service; interpersonal relationship building skills.

- **Water Treatment Disciplines Instructor:** Journey-level discipline and related skills in water treatment and water distribution field
- **Electrical Disciplines Instructor:** Journey-level discipline and related skills in an industrial electrical field (electrician and electronics /instrumentation/process controls)

Job Title: Training Specialist

Job Code: YC08

Adopted: 10/27/08

Revised: 08/2012

Supersedes: 01/2010

Page: 2

- **Mechanical Disciplines Instructor:** Two or more journey-level disciplines and related skills in millwright, pipefitter, welder, machinist, rigger and crane operator)
- **Safety Disciplines Instructor:** Journey-level discipline and related skills in an industrial safety field
- **Environmental Discipline Instructor:** Journey-level discipline and related skills in industrial environmental management
- **Manager and Employee Disciplines Instructor:** Journey-level discipline and related skills in employee and manager skills and behaviors field

**Certificates, Licenses, and Registrations Requirements:**

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

**Desirable Qualifications**

- May require community college teacher or instructor credentials or equivalent

**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 requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

**Work Environment:**

The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

**Vision Requirements:** Water Treatment and Electrical Discipline Instructors require color vision (ability to identify and distinguish colors), all other disciplines have no special vision requirements

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.

Job Title: Training Specialist

Job Code: YC08

Adopted: 10/27/08

Revised: 08/2012

Supersedes: 01/2010

Page: 3