

**Title:** Training Specialist

**Class Code:** 2156

**PG:** 54

**Date:** 12/08

**Status:** Civil Service

**Position Reports to:** Director of Training and Workforce Development

**Department:** Lakeland Electric/General Manager/Training & Workforce Development

### **GENERAL DESCRIPTION OF CLASS:**

This is specialized work in the training and development of Electric Department employees. Work involves the development, delivery, and maintenance of technical, job-specific, or utility specific training and development activities. Work is performed under the supervision of the Director of Training and Workforce Development. Performance is evaluated to insure quality, accuracy, completeness, and effectiveness.

### **ESSENTIAL FUNCTIONS:**

1. Consults with managers, supervisors and other employees to analyze training needs and areas for performance improvement.
2. Designs courses and other activities for the purpose of developing employees' skills.
3. Develops or modifies training materials for classes and self study.
4. Conducts specialized training for employees.
5. Performs workforce planning activities as needed.
6. Prepares and maintains training records.

### **ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Ability to communicate effectively both verbally and in writing, including making presentations to groups.
2. Knowledge of adult learning concepts and human behavior.
3. Skill in researching, collecting and interpreting data, and needs analysis.
4. Skill in the basic use of computers, audio-visual equipment, and other tools as appropriate, with the ability to learn more advanced techniques of specific equipment and software packages.
5. Ability to think logically and creatively.
6. Ability to establish and maintain effective relationships with supervisor, co-workers, other City employees, and the general public.
7. Must be able to physically perform the tasks involved in setting up the learning environment, demonstrating the tasks to be learned, and assisting learners as needed.

### **WORKING ENVIRONMENT/CONDITIONS:**

Requires manual work that involves walking or standing some of the time, exerting up to 100 pounds of force on an occasional basis, routine keyboard operations.

The job risks exposure to electrical hazards, bending, stooping, traffic, adverse weather conditions, extreme variations in temperature, dust, pollen, heights and bright/dim light.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university with major course work in adult education, training, organization development or industrial psychology OR an AA/AS degree with major course work in adult education, training, organization development or industrial psychology and six (6) years of experience in the technical area for which the incumbent will provide training services.
2. An equivalent combination of education and experience which is directly related to the specific requirements of the incumbent's training assignment may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime or alternate hours as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.