

Facilities Services Trainer

Position Details

Class Code: 8027

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 55 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, plans, designs, develops, and conducts staff training and in-services using a variety of training methods, instructional materials, equipment, and techniques to ensure quality control in the assigned training areas of Maintenance, Grounds, and Custodial.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Conducts training programs using written materials, multimedia presentations, virtual format, specialized equipment, technical procedures, hands-on demonstrations, and technical software.
2. Performs, designs, and documents training for state compliance with Occupational Safety and Health Administration (OSHA) required for assigned staff.
3. Confers with Clark County School District administrators, subject matter experts, and other District personnel to identify training needs and best practices.
4. Conducts job-related trainings for Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) & First Aid Certification, Counterbalanced Forklift Qualification Card, Scissor Lift Certification, etc.

5. Tracks, documents, and organizes all compliance job-related trainings in the Maintenance, Grounds, and Custodial departments.
 6. Explains and demonstrates principles, methods, and techniques necessary to achieve proficiency in identified activities and services.
 7. Explains and demonstrates use of materials, supplies, and equipment.
 8. Tests and evaluates equipment and supplies under the direction of the Facilities Services administrators and Facilities Services Training Supervisor.
 9. Assists in designing and developing training programs, materials, and lesson plans.
 10. Informs department administrators of useful training programs and goals.
 11. Attends meetings, webinars and seminars, as authorized, to obtain information for staff training.
 12. Conducts in-depth evaluations regarding training results.
 13. May recommend commercial training packages, which may include handout materials, etc.
 14. May compile data and maintain computer database to track training program participants and report statistical data.
 15. Assists in developing criteria to measure and maintain quality assurance.
 16. Conducts on-site visits to determine staff progress and implementation of training practices.
 17. Provides ongoing training for identified assigned staff.
 18. Conforms to safety standards, as prescribed.
 19. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves the research, development, and implementation of training programs, presentations, and materials for support professional personnel.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of training methods, techniques, and procedures.
2. Knowledge of department methods, supplies, and equipment.
3. Knowledge of computer software applications such as Microsoft Word, Excel, Access, etc.
4. Knowledge of the Enterprise Learning Management System (ELMS).
5. Ability to deliver trainings to individuals and small or large groups.

6. Ability to create and deliver presentations using software such as Microsoft PowerPoint and Publisher, Camtasia, etc.
 7. Ability to present using a virtual format.
 8. Ability to write lesson plans.
 9. Ability to develop and implement training procedures and programs.
 10. Ability to research and identify job compliance training needs.
 11. Ability to write reports related to training evaluations.
 12. Ability to interpret written and verbal instructions.
 13. Ability to meet predetermined deadlines.
 14. Ability to communicate effectively both verbally and in writing.
 15. Ability to judge when to act independently and when to refer situations to an administrator.
 16. Ability to plan and organize work and set priorities.
 17. Ability to work cooperatively with employees, students, vendors, and the public.
 18. Ability to work flexible hours or shifts.
 19. Ability to recognize and report hazards and apply safe work methods.
 20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. Three (3) years' experience as an instructor or trainer; or, Three (3) years' progressively responsible experience to include one (1) year of demonstrated experience conducting presentations, demonstrations, trainings, etc.
3. One (1) year of demonstrated experience proficiently working with computer systems and software (i.e., Microsoft Office to include Word, Excel, PowerPoint, Access, and/or Publisher; web-based applications; Camtasia; etc.).
4. Safe driving record.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.

2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Safe driving record. Must be maintained for the duration of the assignment.
4. Current CPR/AED and First Aid certificates from the American Heart Association, American Red Cross, or other similar organization. Certifications must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED and First Aid certifications must be uploaded into the application.
5. Aerial Work Platform certification. Must be maintained for the duration of the assignment. If certification is not in possession at time of application, it must be obtained within three (3) months of hire date.
6. Forklift qualification card from the Clark County School District. If qualification card is not in possession at time of application or QSP request, it must be obtained within three (3) months of hire into position. Qualification card must be maintained for the duration of the assignment.
7. OSHA 10 certification.

Preferred Qualifications

1. Three (3) years of experience in a related field.
 2. Experience in conducting formal training programs.
 3. OSHA 30 Certification
 4. Completion of professional training courses and/or seminars related to the position.
 5. Experience in delivering virtual trainings.
 6. Certified Advantage Way Trainer with proof of a final Impact Study Report.
 7. Knowledge of and experience in adult learning theory and instructional design.
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
3. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles.
4. Current First Aid certification from the American Heart Association, American Red Cross, or other similar organization. A copy of the front and back of the First Aid certification must be uploaded into the application.

5. Current CPR/AED certification from the American Heart Association, American Red Cross, or other similar organization. A copy of the front and back of the CPR/AED certification must be uploaded into the application.
 6. Copy of Aerial Work Platform Certification, if applicable.
 7. District-issued forklift qualification card, if applicable.
 8. OSHA 10 certification.
 9. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Travel to and from Clark County School District facilities and schools (i.e., classrooms, restrooms, gymnasiums, locker rooms, offices, playgrounds, and athletic fields), computer labs, trade shops, maintenance yards, buses, motor vehicles, work sites, conference rooms, etc.

Work Environment

Strength

Medium - exert force of 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting and exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to very loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, various motor vehicles, hand trucks, carpet extractors, vacuum cleaners, scrubber/buffers, sidewalk blowers, computers, multimedia equipment, flip charts, overhead projectors, liquid-crystal display (LCD) panels, ELMO systems, electronic white boards, television (TV)/videocassette recorder (VCR)/digital versatile disc (DVD), video conferencing equipment, microphones, wireless connectivity, telephones, fax machines, laser pointers, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/03/23
- Created: 07/11/22