

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **ROAD MAINTENANCE TRAINING ADMINISTRATOR**

Spec No. 2147

### **BASIC FUNCTION**

Develop, facilitate and oversee division-wide equipment, tools, job task and emergency training programs for the assigned Division of Public Works. Assess training needs; design develop, and implement training programs to enhance or develop the required skills.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Leads and/or performs division-wide equipment, tools, job task and emergency related training; oversees specialized technical training program for road maintenance crews which includes roadway, roadside, bridge, etc.
2. Conducts or facilitates training classes; creates, assesses and evaluates training programs, and promotes resources for employee professional development in partnership with Human Resources; plans, coordinates, and evaluates the work of Road Maintenance trainers.
3. Works with Division leadership and Human Resources to assess, create, develop, implement and promote training programs and initiatives.
4. Develops training work plan and budget; oversees training programs and projects to achieve goals within budgeted funds and available personnel and resources; oversees, coordinates, evaluates program plans, future needs, goals and objectives.
5. Tracks employee licenses, endorsements, certifications, medical cards and trainings developing and maintaining databases to ensure accuracy; notifies management of potential problems and/or short-comings; produces an annual training report.
6. Develops training and testing procedures for all certification and specialty programs related to the assigned Division of Public Works; researches and monitors regulatory requirements that apply to employees and the work of the Division.
7. Collaborates with Division managers and other County Departments/Divisions to prepare training requests for proposals; evaluates vendor responses and prepares summary reports, and administer contracts for vendors.
8. Collaborates with Division staff, risk management, Human Resources, and Prosecuting Attorney's office to incorporate federal, state and county policy and other laws, rules and regulations into the development of training programs.
9. Maintains confidentiality of all personnel, payroll, accounting and finance records and reports along with any other records, reports and/or information deemed to be sensitive in nature.

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#### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Responsible for conducting investigations of customer claims of accidents/incidents against the Department/Division; develops and provides post-accident training. May be requested to provide investigation information to Risk Management.
11. Reviews electronic databases to extract information regarding maintenance activities in response to requests for information pertaining to potential tort actions or claims for damage.
12. Functions as a central point of contact with Risk Management and the Prosecuting Attorney's office for information flow regarding Division involvement pertaining to incidents, accidents and claim actions; collaborates with Risk Management on policy, procedure, and best practice development as needed
13. Performs site visits and training program reviews with similar external agencies and vendors to maintain current industry standard training related to County owned tools and equipment.

#### STATEMENT OF OTHER JOB DUTIES

14. Performs related duties as required.

#### MINIMUM QUALIFICATIONS

Six (6) years of experience in a Public Works or private road construction and/or maintenance experience; AND two (2) years of experience developing, coordinating, and facilitating training which includes creating and managing a training budget; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

#### SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

A valid Washington State Commercial Driver's License (CDL) is required within 6 month of employment.

A valid State of Washington Traffic Flagging Card or ability to obtain within 6 months of employment.

A valid First Aid Card and CPR card are required or ability to obtain within 6 months of employment.

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#### KNOWLEDGE AND ABILITIES

Knowledge of:

- sources of training and training materials
- common barriers to effective training
- training methods and procedures
- techniques and strategies in conducting needs and task analysis
- personnel records disclosure and confidentiality rules
- education program planning, needs assessment, design and evaluation
- course design, teaching methods and techniques for presenting material
- principles and practices of personnel administration
- adult learning theories, practices and procedures related to training and organizational development
- developing and maintaining spreadsheets/databases
- interpersonal communications, group process and facilitation skills
- excellent oral and written communication skills
- program planning skills

Ability to:

- safely and proficiently operate equipment associated with Public Works maintenance and construction work including but not limited to dump truck, loader, vector, excavator, sweeper, laser level
- Identify training needs and delivery necessary training
- effectively communicate a broad amount of information to a wide variety of audiences
- prepare clear and concise correspondence, charts, graphs, memoranda and other written materials
- establish and maintain effective work relationships with elected officials, management staff, employees and the general public
- develop and maintain spreadsheets or databases
- communicate effectively both orally and in writing
- organize tasks and work in a team environment
- plan and organize work with minimal supervision
- maintain accurate records
- implement and coordinate loss prevention and safety programs for Road Maintenance equipment
- plan, develop and conduct training programs and manuals for each piece of Public Works vehicular equipment
- safely operate Road Maintenance light/heavy equipment

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#### KNOWLEDGE AND ABILITIES (Continued)

- identify Road Maintenance equipment training needs, develop objectives and procedures and evaluate results
- define problems, collect, evaluate and analyze data and develop alternate solutions to complex problems
- prepare and maintain a variety of written and computer generated training records and technical reports clearly and logically
- understand and explain a variety of laws, codes and standards
- interpret and apply oral and written instructions

#### SUPERVISION

The employee receives general direction from an administrative superior. The work is performed with considerable independence and is reviewed through meetings, status reports, and results obtained.

#### PHYSICAL EFFORTS

Moderate physical effort is required in the operation of various pieces of construction and maintenance equipment. Occasional strenuous physical exertion may be required in the adjustment or servicing of the equipment or when performing manual labor tasks.

#### WORKING CONDITIONS

The usual office environment with the majority of the work performed outdoors in all types of weather at work sites throughout the county. The employee is exposed to a variety of potential hazards associated with this type of work when working in the field.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: October 1991 as Technical Training Coordinator

Previous Spec No. 331369

Revised and Retitled: June 1993

Revised and Retitled: April 2018, Training Coordinator

EEO Category: 5 – Paraprofessionals

Pay Grade: 241– Classified Pay Plan

Workers Comp: 5306 Non hazardous