**Job Title:** Training and Safety Coordinator

**Line of Business:** Human Resources

**Reports to:** Training Manager

**FLSA Status:** Hourly, Non-Exempt

**Prepared/Revised By:** Bill George, Human Resources

**Prepared/Revised Date:** 3/13/2014

**Approved By:** Bill George

**Approved Date:** 3/13/14

**ABOUT SKILLS INC.**

Skills Inc. is an Aerospace Manufacturing and Finishing company that manufactures and processes aerospace parts. We are a self-supporting social enterprise organized as a 501 (c) (3) non-profit with four lines of business. Skills Inc. employs over 450 people and our social mission is to train, employ and serve persons with disabilities through direct hire, programs and service provision.

**JOB SUMMARY**

The Training and Safety Coordinator will be responsible for coordinating training for employees in all departments, at all Skills Inc. locations. This includes coordinating with Trainers, Supervisors and lead-workers to schedule and conduct training as needed. Additionally, the Training and Safety Coordinator will assist the Training Manager and members of the Training team in establishing, developing, and implementing the company training program.

The Training and Safety Coordinator will also assist in the deployment of the company safety program. In this position, support for Training and Safety will likely require equal levels of focus and time commitments.

**ESSENTIAL DUTIES AND RESPONSIBILITES**

* **Host and deliver orientation for all new employees.**
* **Deliver employee instruction in both classroom and On-The-Job settings.**
* **Facilitate, schedule, coordinate and communicate on-site (all shifts) and off-site trainings.**
* **Assemble classroom handout material and prepare for material delivery and testing.**
* **Develop constructive and cooperative working relationships with the Management team, Supervisors, leads and employees to create a partnership between Training and Operations/Quality.**
* **Maintain the training calendar and communicate upcoming training to the relevant Supervisors.**
* **Assist the Training Manager in working with Supervisors to complete employee training requirements.**
* **Deployment assessments for trainees to measure progress and effectiveness of training.**
* **Assist with maintaining certification schedule and ensure all certified operators maintain current certifications by communicating with Supervisory personnel when certifications are due for renewal.**
* **Process and maintain Washington Workers Compensation claims, communicate with L&I administrators, and oversee the Company Light Duty Work Program.**
* **Oversee maintenance of training records pertaining to safety and environmental compliance.**
* **Prepare and present topics to advance the education of the Safety Committees at each site.**
* **Participate in accident investigations and document nature and circumstances of each incident.**
* **Maintain the Safety Bulletin Boards and required safety postings at all locations.**
* **Help to establish a company culture around safety awareness and education.**
* **Assist with evacuation drills and critical incidents planning and preparation.**
* **Coordinate the maintenance of first aid kits and eye wash stations.**
* **Act as a liaison for the Safety and Accessibility Committee Chairpersons at each location to ensure consistency of Safety and Accessibility Committee minutes and schedules throughout multiple locations and to ensure OSHA/WA L&I compliance.**
* **Assist with the deployment of periodic occupational health monitoring for applicable employees at all locations.**
* **Assist Training Administrative Assistant in maintaining training databases and training records.**
* **Perform other duties as assigned.**

**QUALIFICATIONS**

* Advanced computer literacy in Windows environment including MS Office.
* Excellent public speaking skills.
* Ability to work in a team environment; work collaboratively with a wide variety of personalities; and adapt training needs for individuals with various learning styles.
* Advanced interpersonal communication skills.
* Proficient in written communication skills.
* Prior experience as a member of a Safety Committee.
* Knowledge of, familiarity with and interest in maintaining a company Safety Program.
* Excellent attention to detail.
* Ability to organize multiple deadline driven assignments at once.
* Ability to define problems, collect data, establish facts, and draw valid conclusions.
* Ability and willingness to travel within the Puget Sound Region.

**LANGUAGE SKILLS**

### Ability to follow written and verbal instructions in English.

* Ability to read, write and communicate in English through voice, American Sign Language or adaptive technology.

**EDUCATION/EXPERIENCE**

* **Associates degree from a two-year college or university; or two years related experience in training and/or safety; or equivalent combination of education and experience.**

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by the 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.

* Constant sitting at a workstation
* Frequently walk and stand
* Occasional exposure to indoor manufacturing environment
* Occasional exposure to moving mechanical parts
* Occasional exposure to moderate noise
* Occasional requirement to wear personal protective equipment

**Definitions:**

ConstantFrequentOccasional

(5-8 hrs./shift) (2-5 hrs./shift) (Up to 2 hrs./shift)

**Skills Inc. is an Equal Opportunity Employer**