

**Employee Name:**

**Job Title:** Training Specialist/Instructor

**Department:** Training

**Date of Hire:**

**Employment Classification:** Full time or Part time, Exempt

**Reports To:** Training Manager

**Position Summary:**

This position is responsible for delivering and facilitating the ARI course curriculum/s. This includes classroom instruction, field instruction, and administering assessments in both written and lab environments. This position also is involved in the creation and implementation of curriculum following the ARI guidelines.

**Duties and Responsibilities:**

- Deliver and facilitate ARI approved safety, technical, and skills curriculum using Adult Learning delivery methods and classroom visual/audio equipment while effectively managing class time.
- Provide subject matter expertise to design and develop user training programs, including manuals, facilitator guides and other learning tools as required.
- Perform active learning lessons for troubleshooting mechanical, electrical and safety issues as needed.
- Maintains required training certifications for position held.
- Responsible for assessing skills needed to perform specific tasks during lab/practical evaluations.
- Administer and grade all required written assessments.
- Conduct refresher training as needed.
- May be assigned secondary documentation responsibilities as requested by management.
- Follows established company guidelines.
- Communicate regularly and effectively with team members and management to engage in the team in problem solving.
- Participate in cross training with staff.
- Accurately complete all required course paperwork within required timelines.
- Follow all company policies and procedures.
- Must be able to travel as needed to meet company goals and objectives. Travel duration is dependent on needs and could be extensive at times.

**Essential Skills, Abilities, and Experience:**

- Working in and around towers can be a very demanding occupation. Employee must be able to perform the following:
  - Climb towers (lattice and ladders) up to 300' in height on an as-needed basis.
  - Lift up to 60 lbs. as required.
  - Rappel off of towers up to 300' in height as required.
- Perform basic office and computer work for extended periods of time.
- Stand, sit and walk on a daily basis in classroom and simulated field environments for extended periods of time.
- Ability to safely drive work vehicles with no limitations in challenging locations i.e., snow and ice.
- Speak English loudly and clearly on a daily basis to provide training courses.
- Good listening skills.
- Must be able to hear adequately in order to work safely in a noisy environment.
- Demonstrated leadership skills with an extreme focus on integrity and safety.
- Must have great people skills and have the ability to foster a learning environment with a diverse group of students.
- Must be well- groomed and present a positive company image.
- Treats others with courtesy and respect.
- Works cooperatively or independently and inspires a team effort with all.
- Ability to write legibly and pass periodic exams to ensure knowledge is current with job requirements.
- Ability to communicate well in a busy work environment.
- Excellent computer skills using MS Office.

**Desired Skills and Knowledge:**

Advantageous to have an understanding of and/or familiarity with:

- Wind and Telecom Tower Safe Climbing and Tower Rescue
- Communication tower components, appurtenances, and installation procedures.
- Electrical principles which include AC/DC Theory, electrical measurement/safety, and working with 50V and higher.
- Wind and communication tower industries.
- OSHA 10 Hour Construction.
- First Aid, CPR, and AED.
- Crane rigging and signalperson.
- Teaching in an adult learning environment utilizing pedagogical theories.

**Education and Certification Requirements:**

1. Required: Associate's degree (AA) or equivalent from two-year college or technical school; or three to four years related vocational industry specific or educational industry experience and/or training; or equivalent combination of education and experience. Must possess a valid driver's license and acceptable driving record with no more than two points on record.
2. Preferred:
3. Required: Social Security Number