



FACILITIES, CONSTRUCTION, MAINTENANCE AND OPERATIONS TRAINING CONSULTANT

BASIC FUNCTION

Under general supervision, review and monitor assigned programs, employees and worksites to analyze and monitor workflow, processes and protocols for compliance with District practices and standards and local, State and Federal laws, regulations and guidelines; develop new and recommend modifications to standard operating procedures; develop and deliver a variety of training and retraining programs to ensure successful programmatic safety and efficiency outcomes.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan and develop training and retraining programs for new and current staff within assigned areas of focus including objectives, training strategies and timelines essential to create a comprehensive and engaging curriculum design. “E”
- Research and recommend appropriate training strategies, programs and materials and/or create training materials, videos and other training resources; target training sessions to meet a variety of audience education levels, expertise, adeptness, openness and skill levels in comprehending subject matter. “E”
- Deliver classroom and on-site trainings on a wide variety of topics including, health and safety, operation of equipment or resources, appropriate use of chemicals, processes and procedures, and compliance with District, State and Federal laws, regulations and guidelines; conduct post-training assessment and other follow-up to assure procedures are being followed, to evaluate effectiveness of training programs and to determine if additional training or retraining is necessary. “E”
- Provide retraining, performance improvement guidance and mentoring to employees on performance improvement plans, following accidents or as requested by supervisors. “E”
- Conduct site visits to evaluate facility or related safety conditions and to assure compliance with applicable laws, codes, rules and regulations and district standards; alert designated leaders of hazards and/or non-compliance issues and prepare recommendations for improvements. “E”
- Observe employees on the job to review performance of duties, operational workflow, and implementation of systems, structures and procedure to identify individual training needs as well as opportunities for organizational efficiencies and improvement to operational systems, processes and procedures. “E”
- Compile data and prepare and maintain a variety of records, logs and reports related to personnel, training programs, safety inspections, certifications, compliance with District, State and Federal laws, regulations or guidelines and other assigned activities; establish, update and maintain records and filing systems. “E”
- Create and/or recommend efficiencies to department processes and procedures; update trainings and documentation to reflect changes in standard operating procedures, laws, policies and procedures; regularly follow-up on implementation progress. “E”
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to education and business practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”

- May provide work direction and guidance to assigned staff; may provide input into the interview, selection, evaluation and training of designated staff.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E", which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Facilities, Construction, Maintenance and Operations Training Consultant analyzes employee work processes, facilities and surrounding areas to determine training needs and opportunities, develops and facilitate trainings, provides coaching and maintains a variety of records to document and operational processes and procedures ensuring compliance with required laws, regulations and guidelines.

EMPLOYMENT STANDARDS

Knowledge of:

Effective coaching and training strategies and techniques

Equipment, materials tools and their proper use.

Adult Learning Theory.

Workflow analysis and work measurement procedures.

Local, state and Federal laws applicable to assigned functions including OSHA regulations.

School district rules, regulations, policies, procedures, organization and organizational relationships.

Record-keeping and report preparation techniques.

Health and safety regulations.

Effective oral and written communication skills.

Oral and written communication skills.

People and process management skills including problem solving and conflict resolution.

Operations and applications of a variety of office machines, technologies and software.

Interpersonal skills using tact, patience and courtesy.

Principles, practices, tools and techniques of basic-to-advanced statistical analysis.

Techniques and principles of high-quality customer service.

Ability to:

Interpret, apply and explain laws, rules, regulations, policies and procedures applicable to assigned functional areas.

Analyze processes and problems, identify opportunities for improvement and follow through on changes.

Develop work measurement procedures and standards.

Assess workflow and worksite operations.

Analyze situations accurately and adopt an effective course of action.

Work on multiple projects simultaneously.

Observe and assess employee's performance of job duties, adherence to protocol, and operation of equipment.

Conduct research, analyze data and prepare recommendations for training programs' development or modification.

Coach and train adult learners with various levels of experience in work processes, protocols and requirements.

Evaluate multiple training approaches and adopt effective strategies for information delivery.

Work on multiple projects at one time with constantly changing priorities and deadlines.

Formulate and express ideas and concepts in a clear and concise manner, verbally and in writing.

Operate a variety of office machines, technologies and software.

Education, Training and Experience:

The Facilities, Construction, Maintenance and Operations Training Consultant requires a minimum of three (3) years of professional, journey-level experience in the identified area(s) of specialization plus one (1) year of direct and demonstrated experience conducting workflow assessments, systems and process analyses, safety assessments, or similar activities including developing and delivering related training programs is required.

An Associate's degree in project, facilities or quality management, training and development, workflow processing or similar, along with experience providing training is highly desirable.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

Special Requirements:

Some positions in this classification may require the use of personal transportation and possession of a valid driver's license

Positions assigned to the transportation Department require a current School Bus Driver Certification.

Positions in this classification may require variable work hours including on-call, evenings and weekends under emergency conditions.

Positions in this classification may be required to wear protective clothing, gear and equipment as required by law.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed in both a standard office environment and at district sites with an indoor/outdoor environment such as, District school sites, construction sites or transportation vehicles.

Hazards: Potential exposure to inclement weather; exposure to hazardous conditions, equipment, substances and materials; potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying equipment, supplies and materials weighing up to 25 pounds; walking over rough and uneven surfaces; climbing ladders, stairs, scaffolding and ramps to inspect district buildings; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents and inspect building sites.

FLSA: Exempt
Bargaining Unit: N/A
Salary Grade: 22

Approval Date: December 6, 2016

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.
Board of Education Policy 1.80.020-P