

Trans Program Monitor 2 Occupational Health & Safety Division

Training Coordinator (1 position)

This position will require a professional Occupational Health and Safety training coordinator to ensure effective functioning and coordination of training seminars, meetings, toolbox talks and/or special projects. This individual will manage, design, develop, coordinate and conduct large or small scale training programs related to Occupational Health and Safety. This position will conduct organization wide needs assessment and identify skill or knowledge gaps that should be addressed. This position will implement the use of accepted education principles and track new training methods and techniques related to Occupational Health and Safety. This individual will design and prepare educational/training aids and materials. This position will maintain updated curriculum database and training records. This position is required to stay current on TOSHA training requirements and initiatives. Continuous education will be supported in this role.