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|-------------------|-----------------------------------|--------------------|------------|
| <b>Job Title</b>  | Facilities Skilled Trades Trainer | <b>Job Code</b>    | OT0318     |
| <b>Pay Plan</b>   | USPS                              | <b>Pay Grade</b>   | 17         |
| <b>Union</b>      | Non-Union                         | <b>FLSA Status</b> | Non-Exempt |
| <b>Job Family</b> | Other                             | <b>Union Code</b>  | 0          |
|                   |                                   | <b>Subfamily</b>   | Training   |

**Job Family & Subfamily Summary**

**Other Professionals** include miscellaneous areas.  
**Training Professionals** teach a particular skill or type of behavior.

**Job Summary**

Responsible for assisting with preparing, conducting, and evaluating technical training programs for Facilities skilled trades positions including Maintenance Technicians, Plumbers, Electricians, and HVAC employees.

**Representative Duties**

1.
  - Collaborates with subject matter experts is assessing training needs and UCF Facilities certification requirements
  - Assists in the development and implementation of Personal Qualifications Standards program, training and development programs, and/or apprenticeship/trainee programs
  - Works with subject matter experts to create course content for skilled trades positions
  - Assists the lead trainer in creating instructional material, guides, presentation media, and job aids
  - Delivers the technical training programs to Facilities employees
  - Prepares training manuals and materials, creates publications, and schedules training classes
  - Maintains records of employee technical training records

| <b>Education, Experience, Skill Requirements</b>   |                                   |                  |
|--|-----------------------------------|------------------|
|  | <b>Required</b>                   | <b>Preferred</b> |
| <b>Education Level</b>   | High School Diploma or Equivalent |                  |
| <b>Certification(s)</b>  |                                   |                  |
| <b>Licensure(s)</b>  |                                   |                  |
| <b>Work Experience</b>   |                                   |                  |
| 4+ years of relevant work experience   |                                   |                  |
| <b>Additional Requirements</b>   |                                   |                  |
| <ul style="list-style-type: none"> <li>- Working knowledge of trades classifications and functions including tools, materials, and task specific sequencing required for maintenance, sanitation, and repairs</li> <li>- Excellent communications, interpersonal, and customer service skills</li> <li>- Experience in large complex organizations with exposure to facilities management</li> <li>- Ability to understand, communicate, and apply UCF guidelines, regulations, and policies</li> <li>- Proficient use of various computer programs including Microsoft Office, Microsoft Project</li> <li>- Ability to train and coach in a diverse work environment</li> <li>- Understands Environmental, Health and Safety requirements while following established departmental policies, procedures, and trainings</li> </ul> |                                   |                  |

| <b>Physical/Environmental Demands</b>                       |
|---|
| Standard office environment with no unique physical demands |

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**