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|--------------------|---------------------------------|---------------------|------------|
| POSITION: | Training and Safety Specialist | GRADE LEVEL: | H10 |
| DEPARTMENT: | Facilities Administration | FLSA STATUS: | Non-Exempt |
| REPORTS TO: | Administrative Services Manager | DEPT NO: | 165 |

POSITION SUMMARY

This position is responsible for creating and updating employee training courses and materials. They will also be responsible for creatively developing, maintaining and updating Learning Management System (LMS) courses to support onboarding new hires and ongoing department training. Ensures the Association's safety programs, and performance meet or exceed OSHA, State, Federal and Association requirements. This position plans, implements, and coordinates training programs to reduce or eliminate occupational injuries, illnesses, deaths, and financial losses, as well as motivating and educating employees. This position assist with other risk and loss control duties and activities. This position also administers all company leave programs. This position reports directly to the Administrative Services Manager.

ESSENTIAL FUNCTIONS

(The following statements are intended as general illustrations of the work in this job class and are not all inclusive for specific positions).

1. Creates, organizes, plans, and presents various forms of onboarding, orientation, and skills training for employees in-person and virtually.
2. Develops unique training programs to fulfill workers specific needs to maintain or improve job skills.
3. Creates and/or acquires training procedure manuals, guides, and course materials.
4. Presents training and development programs using various forms and formats including group discussion, lecture, simulations, and videos.
5. Maintains records of training activities, attendance, results of tests and assessments, and retraining requirements.
6. Develops and is lead trainer for general safety training to Association employees. Helps to lead, motivate, and foster a safety-conscious culture in the workplace to reduce incidents and injuries.
7. Administers the Association Learning Management System (LMS)
8. Advise and make recommendation to management of recognized hazards and unsafe/unhealthful working conditions.
9. Provide technical support to management and employees on all subject matter related to safety.
10. Conduct weekly, monthly audits related to safety and health on-mountain and/or property to protect the safety of self, co-workers, and Tahoe Donner Association members and guests.
11. Organize and facilitate department Safety Committee meetings on a quarterly basis.
12. Monitor, coordinate and process Worker's Compensation Claims; serve as a technical resource to employees concerning Worker's Compensation. Coordinate with Benefits Specialist to ensure compliance with all available state and federal leaves of absence.
13. Analyze circumstances of Worker's Compensation Claims, injury records and medical evaluations; document injuries; assure prompt delivery of medical and financial services and the return of injured workers to safe and productive employment in a timely manner.
14. Support and audit incident investigations relating to employees.

15. Prepare and maintain a variety of records, logs, correspondence and files related to assigned activities; maintain OSHA records; assist Human Resources Manager with updating policies as needed.
16. Provide Risk and Loss Control Department coverage on weekends and holidays.
17. Other duties and responsibilities as assigned by the Human Resources Manager and/or Sr. Association Management.

RESPONSIBILITIES TO FACILITES OPERATIONS

Currier and administrative support services include:

1. Daily transport and pickups of amenity revenues
2. Daily pickup and delivery of interoffice mail
3. Accompanying Accounting staff for ATM cash replenishments

JOB QUALIFICATIONS

- Education: Associate degree (A. A.) or equivalent from two-year college or technical school and two years related experience and/or training in human resources or administration; or equivalent combination of education and experience.
- Work Experience: 3 years' experience in risk management preferred and 1-3 years in resort management.
- Other Requirements: Good knowledge of Occupational Safety and applicable laws, Skier Safety Act and other applicable regulations
- Preferred Skills: Effective training and presentation skills. Effective training program development, excellent communication skills; strong teamwork
- Excellent communication skills both verbally and written.
- Excellent organizational and time management skills.
- Must be a motivated problem solver, collaborative team player with leadership skills, and possess strong independent decision-making skills.
- Knowledge of Microsoft Office software or similar software. Requires knowledge of business letter writing and business forms; office procedures; business English, including vocabulary, correct grammatical usage and punctuation, filing systems; and common office machines and their operation.
- Requires valid class C Driver License with a driving record meeting minimum standards required by the Association Insurance.

Edited BY: ARosenfeld

DATE: 03/29/2022

Working Environment-Training and Safety Specialist

Mark (X) the appropriate box for each of the following items which most accurately describe the extent of the specific activity performed by this position on a daily basis.

Key:

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time.

F (Frequently)

Occupation requires this activity from 33% - 66% of the time.

C (Constantly)

Occupation requires this activity more than 66% of the time.

PHYSICAL EFFORT

Frequency:

| | N | O | F | C |
|------------------------|---|---|---|---|
| 1. Sitting | | | X | |
| 2. Standing | | | X | |
| 3. Walking | | | X | |
| 4. Bending over | | X | | |
| 5. Crawling | X | | | |
| 6. Climbing | | X | | |
| 7. Reaching overhead | | X | | |
| 8. Crouching | | X | | |
| 9. Kneeling | | X | | |
| 10. Balancing | | X | | |
| 11. Pushing or pulling | | X | | |

PHYSICAL EFFORT (Continued)

Frequency:

| | N | O | F | C |
|----------------------------------|---|---|---|---|
| 12. Lifting or carrying | | | X | |
| A. 10 lbs or less | | | X | |
| B. 11 to 25 lbs | | X | | |
| C. 26 to 50 lbs | | X | | |
| D. 51 to 75 lbs | | X | | |
| E. 76 to 100 lbs | X | | | |
| F. Over 100 lbs | X | | | |
| 13. Repetitive use of hands/arms | | X | | |
| 14. Repetitive use of legs | | X | | |
| 15. Eye/hand coordination | | | | X |

Yes or No:

16. Driving cars, trucks, forklifts & other equipment
17. Being around equipment and machinery
18. Walking on uneven ground

| Y | N |
|---|---|
| | X |
| X | |
| | X |

MENTAL EFFORT

Frequency:

| | N | O | F | C |
|------------------------------------|---|---|---|---|
| 1. Directing others | | | | X |
| 2. Writing | | | | X |
| 3. Using math / calculations | | | | X |
| 4. Talking | | | | X |
| 5. Working at various tempos | | | | X |
| 6. Concentrating amid distractions | | | | X |
| 7. Remembering names | | | | X |
| 8. Remembering details | | | | X |
| 9. Making decisions | | | | X |
| 10. Working rapidly | | | | X |

ENVIRONMENTAL FACTORS

Frequency:

| | N | O | F | C |
|--------------------|---|---|---|---|
| 1. Inside | | | | X |
| 2. Outside | | X | | |
| 3. Humid | | X | | |
| 4. Hazards | X | | | |
| 5. High places | X | | | |
| 6. Hot | X | | | |
| 7. Cold | X | | | |
| 8. Dry | X | | | |
| 9. Wet | X | | | |
| 10. Change of temp | | X | | |

- 11. Examining/observing details
- 12. Discriminating colors

| | | | |
|--|--|--|---|
| | | | X |
| | | | X |

- 11. Dirty
- 12. Dusty
- 13. Odors
- 14. Noisy
- 15. Working w/others
- 16. Working around others
- 17. Working alone

| | | | |
|---|--|--|---|
| X | | | |
| X | | | |
| X | | | |
| X | | | |
| | | | X |
| | | | X |
| | | | X |

Tahoe Donner Association has reviewed this job description to ensure that the essential functions and basic duties have been included. All items listed above on the Working Environment Addendum are considered to be essential functions of the position. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Management reserves the right to revise the job description when circumstances of the position change.