

## JOB DESCRIPTION

**Position Title:** EH&S Instructor

**Position Category:** Exempt

**Department:** Business and Worker Training

**Reports to:** Senior EH&S Training Manager, BWT

### Job Summary:

Deliver quality EH&S training for all OAI departments and programs. Oversee and manage assistant EH&S instructors. Research, review, recommend and implement content updates of EH&S curricula; Conduct onsite observations and evaluations of OAI's EH&S contract instructors and assist in recruitment and vetting new OAI instructors.

### Responsibilities:

- Provide health and safety instruction for all OAI departments and programs and oversee assistant instructors to ensure quality delivery of training.
- Ensure course materials, books and equipment are ordered and delivered prior to each class; and ensure prompt return of same to designated OAI location when course is complete.
- Assist the Training Manager in researching, reviewing and updating content of OAI's EH&S curricula.
- Assist in recruitment and vetting of new OAI EH&S instructors.
- Assist in marketing OAI's EHS training to companies.
- Oversee and conduct inventory of EH&S training equipment needs.
- Assist in teaching non-HAZWOPER health & safety courses such as mold, lead and asbestos.
- Attend meetings and trainings in Chicago and other locations as requested by Training Manager.
- Develop relationships, and assist the Training Manager in overseeing, contract instructors nationwide.
- Observe and review classes delivered by OAI trainers to ensure that quality standards of course content are met, to ensure quality delivery by OAI trainers and to ensure compliance with the NIEHS Minimum Criteria for the HAZWOPER and related course.
- Prepare written course and instructor observation reports and recommendations
- Assist in preparation of reports to funding agencies.
- Attend workshops and seminars to enhance knowledge and improve instruction.
- Other duties as assigned.

### Required Qualifications:

- Extensive Knowledge of 29 CFR 1910.120
- BS, BA degree in Health and Safety or related field; or 10 years'+ experience in the health and safety field.
- Excellent oral and written communication skills;
- Ability to work successfully with diverse populations, including non-traditional adult populations;
- To conduct needs assessments and design training programs to bridge identified skill gaps;
- Reliably follow through on projects and assignments.
- OSHA 10 hr. Construction or General Industry Trainer, or the credentials to become an OSHA Authorized Trainer.
- Significant Experience in workforce/workplace training preferred.
- Experience instructing low basic skill or limited English proficient adults.
- Bilingual Spanish/English preferred.
- Ability to travel throughout Chicagoland and nationwide. Must have automotive transportation for reimbursable local job-related travel. Valid driver's license and auto insurance required.