



Example of Supervisor, Training Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of supervisor, training. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for supervisor, training

- Attendance in all Third Party Billing Operational Meetings for Supervisors
- Updates/Creates in-house training documents and manages the updates in coordination with the SAR Supervisor
- Through direct communications with science teams helps develop safe Antarctic field deployment plans through specific site assessments, satellite image research and direct Risk Assessment completion
- Contributes to the overall Field Risk Assessment and Field Plan process, working closely with Field Management, Field Support Supervisor & the Search & Rescue Supervisor
- Plans, schedules, and executes the Field Safety Training Program's multiple different courses for USAP personnel as required
- Responsible for maintenance and oversight of the sea ice in McMurdo Sound, including finding and flagging safe routes to various locations
- Manages the field Ground Penetrating Radar inventory
- Responsible for the management of GPS data for recreational and operational GPS routes in the McMurdo & Erebus areas
- Responsible for the general daily maintenance, reporting and allocation of work center vehicle resources
- Participates as an active member in Joint Antarctic Search and Rescue Team trainings and actual emergency responses

Qualifications for supervisor, training

- Performs physical activities that require considerable use of the arms, repetitive hand-wrist motion, and legs and moving the whole body, such as climbing, lifting, balancing, walking, stooping, and handling of passengers and materials
- While performing the duties of this job, the employee frequently works in outside weather conditions
- Bachelors of Science in Technical fields such as Engineering, Safety, and Human Resource are desired
- 3 years of training experience and proven results
- Ride with trainees and provide coaching feedback with respect to rules and procedures
- Select trainers and develop a working relationship