

## **Training Specialist**

CPWR -The Center for Construction Research and Training has a rare full time opening in its training department and is conducting a national search to fill the position of Training Specialist. The successful candidate will work as part of a team to ensure the delivery of CPWR's Construction Consortium for Hazardous Waste Training and National Resource Center (NRC) courses remains at the highest quality.

The position is full-time and will be based at CPWR's headquarters in Silver Spring, MD (a suburb of Washington, DC).

CPWR is the non-profit 501(c)3 research, development and training arm of the North America's Building Trades Unions, that for the past 26 years has planned, developed, and operated a National Center for Construction Safety and Health dedicated to improving safety and health performance in the construction industry. While initially created by construction unions, CPWR's mission as an organization, as stated in its *Articles of Incorporation*, is to improve safety and health conditions for all construction workers.

CPWR's construction programs are funded through large, multi-year cooperative agreements with Federal Government agencies, including CDC/NIOSH, NIH/NIEHS, and DOE. CPWR is currently the NIOSH-funded National Construction Research Center. Please refer to CPWR's main website, [www.cpwr.com](http://www.cpwr.com), for more information about CPWR's construction training, research and other industry safety and health programs.

### **Primary Responsibilities:**

- Assist in the development and maintenance of CPWR's environmental, health and safety training curriculum (i.e., Hazardous Waste, Confined Space, Disaster Response, Asbestos and Lead Abatement, etc.) to comply with federal regulations and industry practices.
- Assist in the development and maintenance of the National Resource Center/CPWR's OSHA Ed Center's courses (i.e., OSHA 500 series and Outreach Training Program materials).
- Travel throughout the US to deliver health and safety training. This will include hands on demonstrations, class presentations, handouts, tests, and participatory exercises. Classes include: Hazardous Waste, Confined Space, Asbestos and Lead Abatement, Disaster Site Worker, OSHA 500 series, Construction Outreach Training, and other safety and health training as required. Travel is anticipated to average two weeks per month.

- Represent CPWR on behalf of CPWR's Executive Director or Training Directors at regional or national meetings addressing health and safety training, as needed.
- Assist in administrative support for National Resource Center OSHA courses, (such as, reviewing prerequisite forms for accuracy and work history, as well as collaborating with the NRC in providing necessary rosters).
- Prepare written reports and summaries to provide concise, meaningful information regarding grant-sponsored training and other grant-related activities.
- Complete other duties as assigned.

#### **Desired Qualifications:**

- A minimum of ten (10) years' experience in construction safety and health.
- Extensive knowledge of OSHA 29 CFR 1926 Standards.
- Current certification as an Authorized OSHA Construction Outreach Trainer.
- Experience in basic computer software usage (e.g. proficient in Outlook, MS Word, MS PowerPoint, MS Excel, internet research).
- Excellent verbal and written communication, including listening and interpersonal skills.
- Ability to read, analyze and interpret related trade periodicals, professional journals, technical procedures or governmental regulations.
- Capable of working independently, as part of a team, and with outside subject matter experts.
- Must hold a valid driver's license.
- Manual dexterity, flexibility and visual acuity to perform training functions requiring walking, climbing, squatting, lifting, bending, twisting, etc. Occasionally lift and/or carry up to 50 pounds.
- Ability to multi-task and adapt to changing priorities.

#### **Compensation and Benefit Package:**

- Salary is based on qualifications and prior experience as related to the position.
- Paid vacation, sick leave and holidays.
- Employer paid health, dental and vision insurance for the employee and their dependents through the AFL-CIO Health and Welfare Fund.
- Employer paid Defined Benefit Pension Plan through the AFL-CIO Staff Retirement Plan.
- 401k Plan.
- An excellent work environment located in downtown Silver Spring, MD near the red-line metro station and public parking.

**Appointment Eligibility:**

CPWR engages employees without regard to race, nationality, color, religion, creed, age, gender, marital status, sexual orientation, or any other characteristics. All who believe they meet the job qualifications and responsibilities are encouraged to apply.

**Timing of Appointment:**

Initial consideration of candidates for the appointment will begin immediately.

**Application Instructions:**

A CV and cover letter addressed to CPWR's Executive Director (Chris Cain) should be *emailed only* to [jobpostings@cpwr.com](mailto:jobpostings@cpwr.com). The cover letter should describe your experiences relevant to the job description outlined above and any previous construction-related training experience.

Due to volume, no phone calls please. CPWR will contact eligible applicants.