



## EMPLOYEE DEVELOPMENT SPECIALIST – FOREWORKER

JC: 000196  
PG: 732  
FLSA: Non-Exempt

BU: 16 (ATU)  
Created: January 2020

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, develops and conducts a variety of District required regulatory and non-regulatory certification and re-certification foreworker training programs in support of the District's revenue and non-revenue service operations including ensuring train operator activities are coordinated during the shift and assisting in directing train movements within a specified yard; performs other duties as assigned.

### **CLASS CHARACTERISTICS**

This classification is responsible for developing training concepts, preparing instructional materials, and delivering classroom and field instruction to District employees. Incumbents in this classification will research, analyze, and identify specific training needs for Operations Foreworkers in the Transportation Department. This classification differs from the Operations Training Supervisor in the latter is responsible for supervising and coordinating the operations training program activities and operations within the Transportation, Maintenance and Engineering, and/or Rolling Stock and Shops Departments.

### **REPORTS TO**

Operations Training Supervisor or designee.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Researches, analyzes and identifies specific training needs to support District activities and further District goals; conducts research, prepares plans and programs to meet these needs or to solve specific operational problems.
2. Selects appropriate methodology, develops lesson plans, instructional materials and student handouts; schedules and coordinates training programs and activities.
3. Prepares the classroom environment; provides classroom and performance-based field training using a variety of instructional techniques.
4. Develops and administers oral, written and practical tests to assess the effectiveness of training.

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5. Conducts and documents specific District skills certification programs; assists in the development of various pre-employment tests in the area of specialty; acts as subject matter expert in area of specialty.
6. Researches and identifies external training and sources and materials and evaluates their applicability to District needs.
7. Prepares scope of services for outside training assistance, recommends the selection of consultants or vendors and monitors and evaluates performance.
8. Works with District staff to solve a variety of technical problems in the operations and maintenance areas.
9. Writes technical materials and creates drawings or schematics to support text.
10. Works closely with media and documentation staff to produce audio-visual materials.
11. Communicates regularly with trainees, other instructors and affected department personnel to achieve training goals.
12. Assists non-trainers in preparing presentations in specific program areas; administers educational assistance and other training-related programs.
13. May act as subject matter expert in area taught; maintains technical knowledge in areas taught.
14. Assists in developing and monitoring specific training program budgets.
15. Maintains records and prepares reports of work performed.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of Operations Foreworker policies and procedures
- Principles and practices of employee development and training
- Methods of identifying training needs in an industrial setting
- Training modalities, techniques and materials, particularly as used in a classroom or field setting
- Design and preparation of audio-visual materials
- Vendors, consultants and potential sources of training courses or materials
- Procedures, policies and techniques relating to the specific subject matter to be taught (will vary with the specific training assignment)

#### **Skill/Ability in:**

- Identifying and assessing training needs
- Researching and developing programs and materials to meet identified needs
- Analyzing varied technical problems related to operations and maintenance activities and recommending solutions
- Writing a variety of technical, instructional and other written materials, including reports of work performed

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- Developing varied audio-visual materials and technical drawings to support instructional activities
- Conducting training sessions, both in the classroom and at the work site
- Assessing and evaluating the results of instructional programs
- Maintaining accurate documentation of training activities
- Evaluating applicability of outside training consultants and vendors and recommending and monitoring such programs
- Monitoring and evaluating performance standards
- Working on multiple tasks, exercising flexibility as needed, and acting independently with sound judgment
- Identifying problems and developing solutions both independently and in cooperation with others
- Establishing and maintaining effective working relationships with those contacted in the course of the work

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Associate's degree with major course work in education, counseling or a related technical field from an accredited college.

#### **Experience:**

Three (3) years of (full-time equivalent) verifiable experience as an Operation Foreworker, or three (3) years of (full-time equivalent) journey level experience in the skill area to be trained which must have included at least one (1) year of experience instructing or training others.

#### **Substitution:**

Additional experience in assessing training needs, developing instructional materials, providing training to adults, or in the skill area to be trained as described above may be substituted for education on a year-for-year basis. A college degree is preferred.

#### **Other Requirements:**

- Must possess a valid California driver's license and have a satisfactory driving record
- Must be able to pass a pre-employment physical examination meeting the Class B licensing requirements established by the Department of Motor Vehicles (DMV)
- Must work a console shift once per month rotated between all towers
- May be required to work occasional off-hours shifts to administer training programs
- Must be physically able to stand for extended periods of time and lift audio-visual equipment and training materials weighing up to 50 pounds
- Must be physically able to climb on/off equipment
- Must be physically able to work in inclement weather
- District certification as an Employee Development Specialist will be required and certification will cover all areas to be taught
- Business computer user applications, including Microsoft Word, PowerPoint, and Excel

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens; field environment (e.g. wayside, track way, underground); exposure to heat, cold, noise, moving vehicles and inclement weather.

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**Physical Conditions:**

May require maintaining physical condition necessary for sitting and standing for prolonged periods of time, and carrying equipment and materials weighing up to 50 lbs.

**BART EEO-1 Job Group:** 2000 – Foreworker

**Census Code:** 0650 – Training Workers

**Safety Sensitive:** Yes