

**Company Name: Anderson Concrete**

**Job Title: Training Coordinator**

**Employee Name:** \_\_\_\_\_

**Department: Human Resources**

**Status: Hourly**

**Reports to: Director of Human Resources**

**Job Summary:**

In the role of Training Coordinator at Anderson Concrete Corp, you'll oversee and facilitate critical functions related to the competence, safety, and continual growth of our concrete mixer driver trainers. This multifaceted position requires a comprehensive grasp of driver training and safety compliance to maintain standards of excellence, prioritizing safety, operational efficiency, and strict adherence to regulations. Your expertise in operating concrete mixers, combined with the following qualifications and skills, will be instrumental in preparing consistent training requirements for ready-mix driver trainers.

**Training Coordinator Responsibilities:**

Trainer Support & Compliance Assistance:

1. Assist and Support Driver Trainers:

- Aid trainers in conducting on-the-job training that aligns with FMCSA regulations and company compliance requirements.
- Ensure trainers are updated on FMCSA standards for effective driver training.
- Establish standardized training expectations and guidelines to ensure uniformity in driver education, evaluation, and relationship-building.

2. Safety Emphasis & Skill Enhancement:

- Encourage a safety-focused approach among trainers and drivers, enhancing skills in concrete handling, mixing, and delivery.
- Provide hands-on training in equipment use, troubleshooting, and routine maintenance.
- Foster clear communication skills within the team to ensure smooth operations.

3. Supportive Feedback & Skill Development:

- Offer supportive feedback to trainers, conduct fair evaluations, and guide their professional growth through mentoring and skill enhancement initiatives.

Training Enhancement:

1. Revise and Improve Training Materials:

- Update and refine training manuals, guides, and resources to align with industry standards, regulations, and best practices.

2. Assess and Develop Trainer Qualifications:

- Review and enhance trainer qualifications, bridging skill gaps and ensuring trainers are updated with methodologies and advancements.

### 3. Implement Evaluation Protocols:

- Develop comprehensive evaluation processes for both trainers and trainees, effectively measuring performance and training efficacy.

### 4. Introduce Innovative Training Tools:

- Research and introduce modern training tools or platforms that enhance the effectiveness and engagement of training sessions.
- Conduct comprehensive training sessions for both trainers and employees to ensure effective utilization of these innovative tools in training programs.

### 5. Regularly Review and Improve Training Procedures:

- Continuously evaluate and refine training methodologies based on feedback, industry trends, and regulations for ongoing effectiveness and compliance.

## **Qualifications & Skills:**

### Licensing & Experience

- Valid Class A or B CDL
- Proven Ready Mix Concrete Mixer Driver Training experience.

### Regulatory Knowledge & Compliance

- Profound understanding and expertise in FMCSA regulations, emphasizing safety and compliance.
- OSHA 30 Construction or General Industry certification.

### Communication & Problem-Solving

- Exceptional verbal and written communication skills for effective interactions with various stakeholders.
- Strong problem-solving abilities, proactive in addressing challenges in mixer operations.

### Work Ethic & Integrity

- Demonstrates a proactive work ethic, ownership, and decision-making within designated authority.
- Upholds unwavering integrity and high ethical standards in all interactions and decisions.
- Dedicated to effective time management, and timely issue resolution.

### Customer Focus & Collaboration

- Adopts a customer-centric approach, nurturing customer relationships and positively representing the company.
- Collaborative team player fostering trust, articulating expectations, and resolving issues and boosting group morale.

### Leadership & Adherence

- Demonstrates leadership qualities, providing guidance and direction while contributing to cohesive team dynamics.

- Adherence to company policies regarding attendance and punctuality, ensuring a reliable and dependable presence.

**Benefits:**

- Competitive salary and comprehensive benefits package
- Continuous training and skill enhancement in a safety-focused work environment, prioritizing employee and community well-being
- Excellent Medical, Dental, and Vision coverage, along with AD&D, Life Insurance, and Short & Long-Term Disability benefits
- Paid vacations and holidays
- 401(k) with Profit Sharing Plan
- Company-paid bonuses
- Provided equipment including vehicle, laptop, and mobile phone
- Professional development opportunities within the construction/concrete industry