



## **ITI Field Staff - OSHA Specialist Position Description**

**Position Title:** Field Staff

**FLSA Status:** Full-Time, Exempt

**Reports to:** iTi Program Administrator > ITI Administrator

### **Position Overview:**

This staff position will be the principal contact person from the iTi for an assigned number of assignments and tasks. In addition, this staff member will be a specialist in OSHA Training and other safety related training.

### **Position Responsibilities:**

- Lead instructor for OSHA training classes
- Liaison with CPWR for OSHA training classes
- Review and submit participant paperwork for OSHA classes
- Survey any assigned JATCs as requested
- Stay up to date with OSHA and other safety regulations and requirements
- Assist with delivery of instructor training programs as assigned
- Assist with curriculum development as assigned
- Assist JATCs with implementation of OSHA and other training as assigned
- Assist Program Administrator with JATC Accreditation as assigned
- Assist with development and online conversion of training as assigned
- Assist with teaching courses as assigned
- Perform other duties as assigned

### **Education, Experience and Skills Required:**

- High school diploma required; post-secondary education preferred
- Expansive knowledge of the highly diversified industry of sheet metal
- Be an OSHA Master Trainer or be capable of attaining this status within a reasonable time period
- Effective written and oral communication skills
- Has completed all ITI Professional Development Courses
- Ability to travel on a regular basis



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**Other:**

- Demonstrate commitment to organization's missions
- Able to work in a team environment
- Takes responsibility for assigned areas
- Maintains effective working relationship with others
- Works efficiently and maintains schedules
- Ability to organize and maintain records
- Ability to travel an average of two weeks per month including weekends
- Knowledge of Classroom Management (Courses, Classes, Testing, etc..) within the TotalTrack System
- Ability to work independently
- This is a full-time position
- Trustees set staff compensation and benefits of ITI, the person holding this position is subject to all applicable policies and procedures of ITI. Nothing in this position description creates a contractual or relationship that is inconsistent with the employment relationship otherwise existing pursuant to those applicable policies and procedures.
- This position description is subject to change from time to time by ITI.

**Compensation and Benefits:**

Annualized Salary: \$131,142.00

In addition to the annual salary, the following monthly allowances are granted:

- Per Diem: \$1,672.92
- Auto Allowance: \$750.00
- Technology Allowance: \$220.00

These amounts are subject to change at the discretion of the Trustees. ITI also currently provides employer paid fringe benefits including health insurance coverage as well other employer paid fringe benefits.

**To Apply:**

All interested applicants may submit a cover letter and resume containing their training, work experiences, achievements and skills; addressed and delivered via email to Kristin Bruck at [KBruck@smwnbf.org](mailto:KBruck@smwnbf.org).