

**LOUISVILLE METROPOLITAN SEWER DISTRICT  
invites applications for the position of:**



## Training Specialist - Operations / Grade 14

**SALARY:** \$22.63 - \$33.65 Hourly  
\$47,070.40 - \$69,992.00 Annually

**OPENING DATE:** 02/18/22

**CLOSING DATE:** 03/04/22 11:59 PM

**JOB SUMMARY:**

Works with MSD Training Team and MSD Operations to design and deliver training programs for MSD employees. Works with subject matter experts and resource materials to design training modules and related materials. Schedules classes with supervisors for their employees. Assists with the administration of training records, eLearning courses, and employee certifications. Supports Training Team initiatives, as well as other organizational needs as they arise.

**ESSENTIAL JOB FUNCTIONS:**

Designs and delivers training programming to MSD employees, with special emphasis on core services. Conducts ongoing training needs analysis and updates programs to reflect needs where indicated. Works with MSD and Operations staff, as well as external vendors, to provide coordinated training services across divisions, and to promote MSD programs and initiatives. Assists with the development and administration of wastewater operator guidelines. Provides support for employees working to obtain/maintain professional certifications/licenses. Performs administrative tasks such as scheduling and communicating about training programs, maintaining training participation records, and generating reports. Proactively participates in development of own professional skills and knowledge as a subject matter expert in the area of wastewater treatment. Keeps management updated on new regulations or laws related to MSD operations and training activities. Recommends strategies to improve performance of MSD employees. Promotes both a positive work environment for MSD employees and a positive community perception of MSD. Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO THE WORK:**

Knowledge of adult learning principles and training design and delivery methods; knowledge of wastewater process methods and collection system operations; knowledge of relevant regulatory standards, including OSHA regulations; skill in utilizing sampling and other wastewater process tools and techniques; skill in formulating training outlines and determining instructional methods; skill in oral and written communication; skill in operating a PC and associated Windows environment software (e.g. Microsoft Office Suite); skill in exercising tact and diplomacy; ability to provide career counseling for operations employees; ability to schedule and coordinate classroom and field training; ability to identify safety hazards and recommend solutions; ability to

prioritize work effectively; ability to exercise judgment and discretion; ability to demonstrate presentation and public speaking skills; ability to climb and work in high places and confined spaces; ability to be courteous and helpful under pressure; ability to maintain accurate and confidential records/information.

## MINIMUM REQUIREMENTS:

High School Diploma or GED; three or more years of experience in a related field; an equivalent combination of education and experience may be substituted. Certification in a technical or environmental specialty program is preferred. A Wastewater and/or Collections License is preferred. Must possess a valid driver's license. Must have safe work and driving habits.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.louisvillemsd.org>

Position #22-025  
TRAINING SPECIALIST - OPERATIONS / GRADE 14  
DH

700 W. Liberty Street  
Louisville, KY 40203

[hr@neogov.com](mailto:hr@neogov.com)

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### Training Specialist - Operations / Grade 14 Supplemental Questionnaire

- \* 1. Do you have a high school diploma?  
 Yes    No
  
- \* 2. How many years of related experience do you possess?
  
- \* 3. Briefly describe your related experience.
  
- \* 4. Do you have a Wastewater and/or Collections License?  
 Yes    No
  
- \* Required Question