



REVISED: 07/17/2019
Submitted: 07/16/2019

JOB TITLE:	TRAINER CPR/FIRST AID
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8122
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Plans, develops, and manages training program for Cardiopulmonary Resuscitation (CPR), First Aid, Bloodborne Pathogens, and other programs as assigned in accordance with Department of Education and OSHA standards.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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| Provides First Aid, Bloodborne Pathogens and required update training |
| Provides Cardiopulmonary Resuscitation (CPR) and required update training |
| Schedules training, maintains visible calendar |
| Forwards completion cards to appropriate supervisors |
| Maintains computer database which includes roster of trained personnel, school location, recertification dates, and personnel information |
| Maintains records and rosters for the CPR/First Aid program and forwards reports to appropriate association to obtain certificates |
| Assumes responsibility for maintenance and disinfecting of mannequins |
| Orders and maintains inventory of supplies |
| Maintains current working knowledge of applicable OSHA standards, Department of Education standards, and certifying agency standards |
| Performs other duties as assigned by supervisor |
| Completes all trainings and other compliance requirements as assigned and by the designated deadline |

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

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| High school diploma or G.E.D. |
| Certified CPR and First Aid Instructor |
| Bloodborne Pathogens Training |
| Valid driver's license |
| Effective communication skills |

DESIRABLE QUALIFICATIONS

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| National Safety Council Instructor certification |
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American Heart Association Instructor certification
Experience in a diverse workplace