



REVISED: Submitted:
07/17/2019 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
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
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
National Safety Council Instructor certification

American Heart Association Instructor certification
Experience in a diverse workplace