



Job Description

Position: **TRAINER**
Shift: 1st
FSLA: Salaried, Exempt

Reports to: Continuous Improvement Manager
Location: Fort Worth
Date Posted: 9/22/2017

Essential Duties and Responsibilities

- Responsible for developing, implementing, and continuously improving a comprehensive training program for an entire plant of manufacturing employees.
- Assess training needs in consultation with department Team Leads, Supervisors, the Continuous Improvement Manager, and Plant Manager; create and execute learning solutions.
- Responsible for developing skill matrices for employees, designing training paths based on the skills matrices and company needs, tracking and reporting progress of individuals against their goals and targets.
- Design and develop engaging training programs which provide content necessary to meet training and business needs of the organization employees into the plant and their position.
- Collaborate with functional areas such as Design Engineering and Manufacturing Engineering, across the organization to increase information sharing, performance support, manufacturing solutions, and training delivery skills.
- Lead the new employee onboarding process to assimilate all new employees into the plant.
- Assist in delivering training programs and initiatives that support the site's lean manufacturing goals.
- Review training program evaluations and conduct program effectiveness assessment.
- Supports operational success in the manufacturing environment through teaching employees, establishing best practices, assessing tribal knowledge and creating a system to support and sustain it.
- Ensure all training activities and materials comply with relevant organizational and statutory policies, including health and safety, employment and equality laws.

Education/Experience Requirement

- 4 year college degree preferred but not required.
- 3 to 5 years of training experience
- Demonstrated ability of using independent judgment and a strong bias toward teamwork.
- Excellent verbal and written communication skills
- Must be knowledgeable with Standard Work and lean principles.

Specific Skills Required

- Strong leadership with the ability to influence a wide range of people from the shop floor to senior management
- Strong knowledge of learning tools and how they can be applied to business challenges
- Drives initiatives to completion on time and on budget – results driven
- An effective teacher and trainer to which employees respond positively
- Strong facilitation and presentation skills
- Solid Mechanical aptitude
- Accuracy and adherence to high standards
- Ability to organize and prioritize tasks to meet deadlines
- Self-motivated with strong multitasking, analytical thinking, problem solving and leadership skills

- Considers the impact of decisions throughout the organization
- Strong people skills – ability to coach and mentor employees
- Good computer skills (Word, Excel, etc.)

Physical Demands

- Must be able to walk the production floor for 6 - 8 hours per day. At times should be able to work longer than normal hours and perform duties under higher levels of stress.

Pottorff is only interested in people who:

- Do what they say and do it right the first time
- Maintain high personal expectations and accountability
- Want to help build a financially strong company
- Expect a can-do attitude and a sense of urgency from everyone
- Operate with a high degree of integrity and respect for each other
- Embrace change as a path to success