

USS MSHA Safety Instructor

Summary of Job

The MSHA Safety Instructor will be responsible for training MSHA Part 46 and Part 48 New Miner and Refresher safety training courses in a classroom setting. Acting as the safety compliance and information expert, the MSHA Safety Instructor will teach federal compliance regulations to ensure students are taught accurately and efficiently and receive completion a certificate.

Responsibilities:

- Classroom set up and takedown
- Transportation to and from classes as well as room accommodations for classes that necessitate overnight travel
- Maintain expense reports
- Maintain training materials and classroom tools to complete classes
- Assess training needs through surveys, interviews with employees, focus groups, or consultation with managers, other instructors, or customer representatives.
- Attend meetings or seminars to obtain information for use in training programs or to inform management of training program status.
- Design, plan, organize, or direct orientation and training programs for clients. Develop alternative training methods if expected improvements are not seen.
- Evaluate modes of training delivery to stay current and be more effective.
- Keep up with developments in area of expertise by reading current journals, books, or magazine articles.
- Monitor, evaluate, or record training activities or program effectiveness.
- Obtain, organize, or develop training procedure manuals, guides, or course materials, such as handouts or visual materials if needed.
- Offer specific training programs to help workers maintain or improve job skills.
- Present information using a variety of instructional techniques or formats, such as role playing, simulations, team exercises, group discussions, videos, or lectures to keep the training fun and interactive.
- Evaluate training materials prepared by USS, such as outlines, text, or handouts.
- Develop or implement training programs related to efficiency, recycling, or other issues with environmental impacts.
- Conduct pre-assessment research regarding client's specific needs.
- Document findings accurately following USS guidelines
- Be prompt and professional when dealing with clients
- Follow MSHA / OSHA safety protocol while on job sites
- Communicate with client regarding timing of completed analysis and recommendations
- Create analysis reports and recommendations for compliance in accordance to USS guidelines
- Create appropriate training plans and manage implementation.

Qualifications:

- MSHA Part 48 Instructor training preferred
- Mine Academy Certification preferred
- Excellent organizational skills
- Excellent written and verbal communications skills
- Customer service experience preferred
- Knowledge of Microsoft office programs and use of equipment
- Ability to travel regularly
- Valid driver's license and transportation required
- Comfortable with public speaking
- Adaptable to change
- Ability to interact professionally with diverse personality types