THERMO BOND BUILDINGS	JOB DESCRIPTION OPERATIONS TRAINING MANAGER	TBA-HR-FJ-262

REPORTS TO:	Operations Manager	PAY:	Salary
POSITION	Full Time	FLSA CLASS	Exempt
DEPARTMENT	Operations	SHIFT	Day

JOB SUMMARY:

The Operations Training Manager collaborates with supervisors to identify, track, and monitor training needs at all facilities within the organization. This position will design, plan, and implement training programs, and procedures to increase productivity, safety, performance, and employee retention.

QUALIFICATIONS:

Ability to travel on commercial aircraft and be mobile in a manufacturing environment. Well-developed organizational, communication, and critical thinking skills. Competency with Microsoft Office applications and manufacturing scheduler applications.

SUPERVISORY RESPONSIBILITIES:

- Oversees training of training buddies

DUTIES AND RESPONSIBILITIES:

- Conduct 1 day, 1 week, 1 month, 90 day follow up with new hires
- Create, maintain and complete new hire training check lists for appropriate departments
- Develop and maintain training records for all production employees in both facilities
- Develop the buddy system – Choose and train coaches, have follow-ups continuously updating as needed.
- Create, update, and maintain SOP's to train new hires
- Search for gaps in training content and materials that need updating to generate higher productivity and safety among staff
- Identify future training needs and creating a curriculum to facilitate that training
- Communicate with management, trainers and team members to ensure that all needs are met
- Conduct orientation programs and arrange for on the job training of the buddy system for new hires.
- Resolve any specific problems and tailoring training programs as necessary
- Ensures that training materials and programs are current, accurate, and effective.
- Maintains knowledge of new methods and techniques for training, and training requirements applicable to the organization and/or industry.
- Identifies problems and opportunities such as operational changes or industry developments that training could improve.
- Conducts or facilitates required and recommended training sessions.
- Ensures that training milestones and goals are met.

- Develop individualized and group training programs that address specific business needs.
- Implement effective and purposeful training methods.
- Evaluate organizational performance to ensure that training is meeting business needs and improving performance.
- Assess employees' skills, performance and productivity to identify areas of improvement.
- Drive Thermo Bond philosophy through all training and development activities.
- Performs other related duties as assigned.

REQUIRED SKILLS / ABILITIES

- Excellent verbal and written communication skills.
- Thorough understanding of training processes.
- Ability to moderate large groups.
- Extremely organized and detail-oriented.
- Excellent written, verbal and interpersonal communication skills.
- Critical thinker with innovative problem solving skills.
- Familiar with training processes.
- Excellent time management skills.
- Strategic and creative mindset.
- Proficient with Microsoft Office Suite or related software.

TRAVEL, HOURS OF WORK, & SUPERVISION:

This position normally requires the individual to be physically present at one or more TBB manufacturing location Monday through Friday as deemed necessary. The Plant Manager may be required to travel extensively and may frequently be required to remain out of town on overnight trips in fulfillment of his or her job responsibilities. This position will report to the Plant Managers.

CERTIFICATES, LICENSES AND REGISTRATIONS:

- None

EDUCATION AND EXPERIENCE

- Bachelor's degree in communications or at least 2 years' experience in training with one year of supervisory experience required.

PHYSICAL REQUIREMENTS (including but not limited to):

- Prolonged periods sitting at a desk and working on a computer.

- Must be able to access and navigate all areas of the facility to determine needs.
- Able to work an 10-hour shift standing/walking.
- Able to climb ladders repetitively.
- Able to bend, crouch, twist, pull.
- Must be able to lift up to 50 pounds at times.

Revision Date	Author	Description
1/16/2024	HV	Original Release