



ANNOUNCEMENT OF VACANCY

Title: Training Operations Support Specialist

Group: Chemical Defense - COBRA Training Facility

Reports to: Operations Lead

FLSA Status: Non-Exempt

Open Date: August 15, 2017

Closing Date: August 31, 2017

DESCRIPTION

This position is responsible for the training of newly arrived personnel and the conduct of refresher and annual training. Provides Instructor and Lead Trainer certification, acts as Training Control, conducts agent handling activities, and provides standardization of training and safety practices.

DUTIES

- Must be trained and remain proficient in execution of toxic chemical operation safety procedures prior to and during the conduct of student training operations
- Ensure toxic chemical agent instruction as well as COBRATF site specific safety and operations training are provided to all newly assigned COBRATF personnel
- Assist the operations staff in verifying accuracy of toxic chemical operational standards and safety procedures in applicable SOPs and lesson plans
- Ensure compliance with execution of toxic chemical operational safety procedures during student training
- Review and make recommendations to revise lesson plans and SOPs for all toxic agents training
- Provide annual review of all lesson plans and SOPs for accuracy
- Support a site safety program to include a safety council and related activities
- Serve as Safety Control Operator for all toxic agent operations
- Execute and enforce toxic chemical agent safety procedures prior to and during the conduct

- of toxic chemical operations and day-to-day operations in accordance with established SOPs
- Maintain 100% accountability of all personnel entering the toxic chemical training building
- Review, verify and update safety control procedures and SOPs governing the execution of toxic chemical operations at least annually
- Inform the Assistant Director / Operations Manager, COBRATF of any situations requiring immediate response regarding toxic chemical operations
- Responsible for supporting XXX efforts by conducting decontamination operations and performing DAAMS sampling in support of toxic laboratory analysis

QUALIFICATIONS

U. S. Citizen able to complete a national Crime Information check and financial institutions/credit bureau check. Applicants will be required to sign a Freedom of Information Disclosure statement. Some college is desired with some experience as a 1st responder. Good verbal communication, writing, and organizational skills, especially in technical areas. May be asked to submit a writing sample

Desired/Preferred

- Good written and verbal communications skills, especially in technical areas
- Ability to work as part of an operational team (good people skills)

Email address resume: tetconsultingllc@aol.com

Attn: Hiring Manager