

SPECIALTY SERVICES (Training Coordinator)

Position Description Summary

This is a critical position within the Airport Operational Readiness Program responsible for overseeing planning, coordination, scheduling and quality of the training program for LAWA and stakeholder personnel on processes, functions, equipment and systems of the Midfield Satellite Concourse

Essential Job Duties

- Participate in and support planning for Airport Operational Readiness (AOR) Program.
- Assess training needs of all stakeholders.
- Develop comprehensive an overall training program to match the Stakeholder needs and ensure competency levels are achieved.
- Develop orientation and familiarization training courses that cover generic facility spaces, functions and systems and individual stakeholder requirements.
- Review Design Builders Proposed training plans, syllabus and instructional materials for all equipment & systems; manage training Airport operations, maintenance personnel, service contractors and other stakeholders.
- Develop and execute Train-the-Trainer programs.
- Manage & coordinate schedule & quality assurance, for each training plan.
- Develop with the design builder the Training Quality measurement & post-training evaluation/assessment program.
- Coordinate, review training activities with the design builder, commissioning, operations maintenance, LAWA Departments, Airlines, FAA, design consultant and other stakeholder groups.
- Coordinate and assist with filming of training sessions and quality reviews of the classes.
- Assist with the development, refinement and implementation of AOR Plan, including checklists, simulations, trails, training programs.
- Manage Training program including development of concept, execution, gathering feedback and resolution.
- Assist in project close out process.

Hardware/Software Knowledge

- Word, Prolog, Outlook, Office 365, video training aides

Professional Experience Level/Other Qualifications

- More than 10 years of experience in training in an airport operational setting is required; preferable 10 years of experience.
- Experience on Airport Operational Readiness teams at large domestic or international airports.
- Thorough knowledge of & experience with training programs.
- Comprehensive knowledge of industry practices for airport systems.
- Possess technical skills in project management, aviation operations, training, documentation, communications, and/or operational or technology testing.
- Proven leadership and management capability is required.
- Good written and oral communications skills.

Education/Training

- Bachelor's Degree in Business Administration; preferred with a concentration in training and development; or related field.

Element-Specific Requirements/Notes

- Assist Project closeout administration from the training requirements standpoint, including coordination and assistance for final inspection, preparation of contractor deficiency lists and punch lists and receipt of relevant training documents.
- Supervise and coordinate the preparation of training syllabus; review training materials.
- Prepare final report with a summary of the training programs developed and executed, training issues, data on the training provided and the types of training. Include a section on lessons learned.
- Become thoroughly familiar with required contractual obligations and technical aspects of all training to be performed.
- Monitor, reviews and comments on the overall training planning activities to identify critical milestones and priorities.
- Review and monitor the services of contractors and subcontractors, tied to training program dependent resources to ensure will be available at the appropriate time for maximum efficiency and productivity
- Assess progress and identify potential gaps in training Keep alert to possible additional needs and take preventative action to ensure that critical milestones are met for training.
- Prepare periodic reports summarizing progress of training activities for higher-level LAWA management.
- Perform other responsibilities associated with this position as may be appropriate.

- May assume other duties as required/needed
- May work overtime
- Maybe required to work various shifts as needed

Registration/Certification

- Applicable Professional Training & Development Certifications