



Title: Supervisor Training and Compliance

Lawrence, MA

Reports To: Director Training and Compliance

1. Role and Scope of Position:

This position will design, develop, deliver and implement technical, safety, Operator Qualification and regulatory training programs through the development of training plans, training curriculum and instructional methods that ensure full compliance with the Company's and our Customers' Construction and Operating Policies and Procedures, safety policies, governmental codes and regulations. Ensures classroom, field training and progression programs, materials and instruction are designed to drive a performance based culture, foster a safe working environment and build competence.

Training includes both classroom and on-the-job training and would incorporate both conceptual and hands-on instructional methods. Responsibilities would also include participation in testing and evaluation of new tools, materials, and equipment and conducting quality assurance audits, evaluation and certification of field employees.

2. Essential Functions:

- Design, develop and deliver technical, safety, Operator Qualification and regulatory training programs and curriculum to provide employees with the knowledge, skills and abilities necessary to perform their jobs in a safe and qualified manner, and in compliance with Customers' Operations and Construction Procedures.
- Evaluate modify and update existing training programs, materials and manuals to ensure continuous improvement and compliance with all existing and updated operating standards, regulatory, safety, environmental and contractual obligations and are in accordance with applicable Company, Customer Policies and Procedures and State and Federal regulations.
- Deliver technical training programs through a blended learning approach, such as hands on activities to stimulate field tasks (e.g., plastic pipe joining), ensuring that NEUCO is effectively providing training in line with external requirements, operational priorities, and best practices. Provide follow-up and remedial training as needed.
- Collaborate with operations to identify training needs and deliver programs to ensure compliance with O&M Procedures and OQ Tasks.
- Supervise, direct and instruct trainees during classroom, hands-on and on-the-job training assignments.
- Prioritize and balance the planning, execution and development of training schedules, programs and materials that meet regulatory requirements, hiring schedules and emergent workload.
- Evaluate performance during training and follow up on students learning through field visits, observations and refresher training.
- Promote a safe work environment by actively participating in all aspects of employee safety programs. Support our interdependent safety culture by building safety awareness into training programs.



- Provide updates and incorporate new procedures and revisions into training programs review work with vendors, technical experts, Safety and QA/QC and field personnel to provide operational input into the selection and operation on new tools and equipment.
- Represent and protect the interests of NEUCO and its employees by actively participating on assigned external committees.
- Assist, together with Training Staff, the procurement of meals/food/drink and supplies for trainees.
- Assist in generation/maintenance/ verification of records in the NGA Operator Qualification Database, Industrial Training Services (ITS) or equivalent. Provide responses to internal customer requests for qualification records.
- Assist in notification of employees for scheduled for training and testing.

3. Technical Knowledge/Skill/Education/Licenses/Certifications:

Technical Knowledge/Skill: Requires knowledge of regulatory requirements in relation to gas distribution, and distribution system design, operations, maintenance, and construction principles and practices, safety standards and business processes. Requires in-depth knowledge of Company, State and Federal regulations as described in our Customers' Construction and Operating and Maintenance procedures. Also requires excellent communication skills, ability to present theory and concepts, as well as hands-on technical instruction with clarity, confidence and enthusiasm. Requires leadership and coaching abilities. Ability to use PC desktop applications (e.g. Microsoft Word & Excel).

Education/ Experience: Requires a Bachelor's Degree in Engineering, Business Administration or related discipline plus five (5) years of experience in Gas Operations, and/or Gas Training, and supervising employees; **OR**
An Associate's Degree in Engineering, Business Administration or related discipline plus seven (7) years of experience in Gas Operations and/or Gas Training, and supervising employees; **OR**
Minimum of eight (8) years in Gas Operations, and/or Gas Training, and supervising employees.

Licenses & Certifications: Massachusetts Driver's License, CDL preferred. Hoisting and Backhoe Licenses preferred.

4. How To Apply

For immediate consideration, please apply on-line at:
The direct link is:

<https://neuco.bamboohr.com/jobs/view.php?id=31>