



Code: 3061
Family: Human Resources
Service: Health and Welfare
Group: Medical and Social Service
Series: Human Relations

CLASS TITLE: TRAINING AGENT I

CHARACTERISTICS OF THE CLASS

Under supervision, provides training to tree trimmers and laborers in the proper planting and maintenance of trees and shrubbery and the use and operation of power tools and equipment required in the performance of various work operations, and performs related duties as required

ESSENTIAL DUTIES

- Provides classroom training and field instruction to personnel on safe and proper performance of physical activities including tree and shrubbery planting, maintenance, and removal and the moving of heavy materials and equipment
- Researches subject area and prepares training materials for use in training sessions
- Instructs personnel on departmental work procedures and standards for the performance of specific work operations
- Provides training on safety procedures in the use and operation of power tools and equipment and safe work practices
- Demonstrates the proper use of power tools and equipment for the successful performance of job duties
- Observes crews in the field to assess their performance and adherence to safety procedures and requirements
- Maintains training records and prepares reports of training activities
- Reviews accident reports to determine need for additional training
- Coordinates training sessions with vendors on the use of new power tools and equipment, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Three years of experience in the care, maintenance, trimming, and removal of trees, or an equivalent combination of education, training, and experience.

Licensure, Certification, or Other Qualifications

- Must possess ISA certification as an Arborist, approved by the International Society of Arboriculture, this certification is required within six months of hire
- Must have Illinois Department of Agriculture Pesticide Applicator License, this license is required within six months of hire
- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions

- Exposure to potentially hazardous work sites

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Power tools (e.g., chain saws, stump cutter, chipper)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)

PHYSICAL REQUIREMENTS

- Heavy lifting (up to 75 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to climb staircases, ladders, and/or step stools
- Ability to tolerate heights while working

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- *power tools used in tree trimming and removal
- *trees, shrubbery, and other plant material used in landscape beautification
- training program design, development, implementation, and evaluation
- training methods, practices, procedures, and resources
- applicable safety and accident prevention methods, practices, and procedures

Some knowledge of:

- educational principles, theory, methods, and practices
- use and application of safety equipment and protective gear in specific working environments

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- INSTRUCTING - Teach others how to do something

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- STAMINA - Demonstrate energy and stamina to accomplish work tasks
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
July, 2010

Certification/Licenses updated: May, 2015