

Entry Level -Company Trainer- Full Time/Part Time

Send resumes to: HR@abrisa.com Location: Santa Paula, Ca.

ABRISA TECHNOLOGIES (www.abrisatechnologies.com) designs, manufactures, and distributes precision optical coating solutions and custom fabricated glass optical products via two divisions: Abris Industrial Glass, located in Santa Paula, CA and ZC&R Coatings for Optics located in Torrance, CA. Both companies are in the Los Angeles metropolitan area with 125,000 sq. ft. of manufacturing floor space and approximately 150 employees.

We are currently seeking an **Entry Level -Company Trainer - Full Time/Part Time** position to join the team in Santa Paula, CA. We offer a competitive Hourly wage. **Salary Range: \$19.00 to \$21.00 per hour.**

Purpose: Work with Manufacturing, Quality, and Engineering and in conjunction with various department heads to support, organize and coordinate the data required for appropriate Process Controls.

Purpose:

The Entry Level- Company Trainer **plays a critical role in establishing, coordinating, and maintaining training databases.** This position will establish scripts for certain training topics. The Company Trainer will support coordinating and conducting training meetings within established timelines and will maintain data files on all trainings and due dates. Part of these trainings will include safety trainings. In addition, this position will be in charge of any necessary retraining as needed. A successful Company Trainer will transition to a Safety Trainer with duties and responsibilities similar to the ones listed below:

The Entry Level- Safety Trainer plays a critical role in establishing, coordinating, and maintaining training databases for the company. And overseeing health and safety processes. This position is responsible for ensuring compliance with industry regulations and addressing specific workplace risks to promote safe work activities. The Safety Trainer will train employees on safety protocols and enforce compliance to maintain a safe environment. In the event of near misses or accidents, the Safety Trainer will take immediate action by responding promptly, creating detailed reports, and identifying preventive measures to avoid future incidents. Collaboration with the safety committee and managers is essential for reviewing and revising procedures, training programs, and safety postings. While primarily focused on the manufacturing sector, the role also encompasses safety oversight for a small office staff. The ideal candidate will be diligent, analytical, and possess a keen eye for detail, with a strong sensitivity to potential hazards. Ultimately, this role is geared towards fostering a healthy and safe workplace for all employees. This is an entry level position with an opportunity for growth. Training will be provided

Essential Duties and Functions: Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned as deemed necessary by supervisor.

A Safety Trainer is typically responsible for coordinating and maintaining training databases for the company. In addition, this position will coordinate the company's safety and health programs and ensuring compliance with safety regulations. Their duties include:

- **Identifying hazards:** Conducting daily walkthroughs to identify potential hazards and regulatory violations
- **Developing safety programs:** Planning and implementing safety programs, protocols, and training sessions
- **Develop and maintain databases:** Gather and file training information into databases
- **Ensuring compliance:** Ensuring compliance with OSHA, federal, and state regulations
- **Conducting investigations:** Supporting investigations into accidents, injuries, and other incidents
- **Providing guidance:** Providing safety guidance to employees, managers, and supervisors
- **Maintaining records:** Keeping safety records and training records
- **Preparing reports:** Preparing reports on hazardous conditions and regulatory violations
- **Reviewing reports:** Reviewing accident and injury reports
- **Making recommendations:** Recommending corrective actions and changes to regular activities

Other Duties:

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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Skills and abilities -Training will be provided to obtain these skills and abilities:

Ability to review and understand OSHA guidelines and other state and local safety regulations-

- Familiarity and/ or ability to work with the tools, machines and equipment used in the workplace
- Attention to detail
- Critical thinking, analytical and problem-solving skills. Advise on provisions to minimize safety risks
- Ability to teach others the established safety standards
- Strong verbal and written communication skills
- Computer literacy skills and comfort with various types of technology used in the industry Proficient in MS Office
- Ability to work well as a team and interact with different groups of people

Safety Trainer experience/requirements

- This is an entry level position with an opportunity for growth. Training will be provided.
- With the training provided a Safety Trainer will obtain experience in the health and safety field, either as a Safety Trainer or a similar role that helps create and enforce safety standards.
- Must be willing to take classes as needed to learn more about regulatory requirement in a manufacturing field.

Supervisory Responsibility: None Competency:

- Basic reading, writing, and math skills required.
- Ability to communicate effectively with all levels of the organization.

Position Type/Expected Hours of Work: This is a part-time position. Hours of work are Monday through Friday, Schedule hrs. to be determined. 25 hours per week.

Travel: No travel expected

Required Education and Experience:

High School Diploma, G.E.D. or equivalent

Licenses and Certifications Required: None

Work Authorization: Due to International Traffic in Arms Regulations (**ITAR**) and Export Administration Regulations (EAR) requirements of this position, all candidates must be presently classified as a "US Person" which includes: a United States citizen; a permanent legal resident (green card holder); or a protected individual (refugee/asylum status)

AAP/EEO Statement: Abris Technologies is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Physical Requirements and Demands: The following physical requirements and conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Heavy work:** Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

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Physical Demands:

- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction and having the ability to receive detailed information through oral communication and making fine discriminations in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- **Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive motions:** Making substantial movements (motions) of the wrists, hands, and/or fingers.
- **Standing:** Remaining upright on the feet, particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- **Talking:** Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.

Visual Acuity:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.
- The worker is required to have visual acuity to operate heavy equipment.

Work Environment and other Conditions:

- PPE requirements: Steel-toed shoes and safety glasses required when in production floor as a minimum. Other PPE may be required depending on area and specific function needs.
- The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

Schedule: - 8-hour shift