

# NORTHWEST TECHNOLOGY CENTER

## JOB DESCRIPTION

2/10/2026

---

---

<b>JOB TITLE:</b>	BIS Coordinator – Alva & Fairview
<b>JOB SUMMARY:</b>	To provide training and customized services to business and industry clients, and to maintain existing clientele and help recruit new businesses.
<b>QUALIFICATIONS:</b>	
<b>Education:</b>	Degree preferred, but not required.
<b>Experience:</b>	Experience instructing or teaching adults preferred. Education and/or career & technical education experience desirable.
<b>Certification:</b>	Valid Oklahoma Driver's License, OSHA 500 & 501, CPR/FA, SafeLand 2021 USA, CAOHC or willingness to obtain.
<b>Dependability:</b>	Regular attendance following a designated work schedule, and flexible hours as required by position responsibilities. Must attend scheduled District, State, and National meetings as required for certification and professional purposes
<b>Skills:</b>	Presentation skills, written and oral communication skills, personal computer, and presentation software skills. Possess good customer service skills
<b>Physical Requirements:</b>	Requires lifting, handling, carrying books, manuals, files, and presentation materials and equipment.
<b>Mental/Emotional Requirements:</b>	Moderate to extreme. Ability to present ideas, plans of action, facts, and instruction in a logical, sequential order. Continually build/maintain professional competence through networking with the business community and participation in professional organizations.

**ESSENTIAL JOB FUNCTIONS:**

1. Present, deliver, and update safety training materials and other services to satisfy customer requests and regulatory requirements.
2. Maintain training certifications and be willing to acquire new certifications as determined by the BIS Director.
3. Identify and coordinate competent adjunct trainers and acquire the required training materials for effective implementation.
4. Scheduling customized training for business and industry clients, ACD programs, safety training, and firefighter training
5. Assist in the development or procurement of training materials and equipment necessary to meet the needs of business and industry.
6. Recruiting new business, building relationships with current clients, and networking with district volunteer fire departments.
7. Develop and maintain a line of communication with patrons, business and industry, economic development organizations, and other educational institutions
8. Maintain communication and work cooperatively with instructors, administrators, staff, and students.
9. Develop curriculum customized to fit customer needs.
10. Maintain professional competence through the development of an Individualized Strategic Plan, In-service Education activities, and selected professional growth activities.
11. Develop and complete all reports required by local administration and state agencies as they relate to training classes.
12. Assist businesses with needs assessments to determine training needs.
13. Complete end of class records and files and return to appropriate staff.

**OTHER JOB FUNCTIONS:**

1. Assist the Business and Industry Director:
2. Perform other tasks and assume duties that may be required.

**RESPONSIBLE TO:** Business and Industry Services Director

**PERSONNEL CLASSIFICATION:** Professional Non-Certified FLSA – Exempt