

# New Employee Curriculum Track

**Mandatory Trainings:** *Customer Service, Ethics, and Workplace Diversity* should be completed within the **first week of hire**. The rest of the trainings should be completed within 6 months of DOH.

1. <b>Customer Service Standards</b> ( <i>completed at the dept/div level</i> )	Supervisor completes with new employee within first week of hire. Refresher training every <b>3 years</b>
2. <b>Ethics and Empowerment</b> ( <a href="#">Ethics online training</a> on Inside Pasco)	Complete within first week of hire. Refresher training every <b>5 years</b>
3. <b>Workplace Diversity</b> ( <a href="#">Workplace Diversity online training</a> on Inside Pasco)	Complete within first week of hire. Refresher training every <b>2 years</b>
4. <b>Defensive Driving Course</b> ( <a href="#">Defensive Driving online training</a> on Inside Pasco)	Refresher training every <b>3 years</b>
5. <b>IS-100 (Intro. To Incident Command System)</b> ( <a href="#">IS-100 online training</a> on Inside Pasco)	Must create a FEMA SID before taking the course (see <a href="#">IS-100 Online Training</a> link for instructions). Upload online certificate by creating an account on <a href="#">SERT TRAC website</a> (and email a copy to Training Manager).
6. <b>IS-700 (National Incident Management System)</b> ( <a href="#">IS-700 online training</a> on Inside Pasco)	Upload online certificate by creating an account on <a href="#">SERT TRAC website</a> (and email a copy to Training Manager).

The following are Mandatory Trainings for the **selected positions** outlined below.  
All three training programs require refresher training annually.

## **Initial Training (1<sup>st</sup> time):**

The employee watches a training video located on the County's public website [Training for NPDES](#) web page.

## **Refresher Training (2 options available - Managers/Supervisors decide on the option.)**

**Option 1:** Employee takes the refresher training by watching a training video.

**Option 2:** Employee receives a refresher training handout from a Manager/Supervisor. The Manager/Supervisor has the employee sign a sign-in sheet to document that the employee received the handout. The sign-in sheet will need to be sent by the Manager/Supervisor to Stormwater Management to keep a record for the County's NPDES permit.

**Attention Managers/Supervisors:** To download refresher training handouts and sign-in forms go to the [Training](#) web page located on the Team Pasco website (under "Stormwater Management").

## **Training Videos:**

Video training can be found under Stormwater Management page on the County's public website ([Training for NPDES](#))

- **Erosion & Sediment Refresher:** Building Inspectors, Public Works Inspectors, Engineering Inspectors and Utility Inspectors.  
**Note:** Inspectors need to be certified under the Florida Department of Environmental Protection's Florida Stormwater, Erosion and Sedimentation Control Inspector's Training & Certification Program. After certification, inspectors need to view the refresher training video annually on the County's public website or receive a refresher training handout from a Manager/Supervisor.
- **Illicit Discharge Detection & Elimination:** Public Works field staff, Utilities field staff, Survey field staff, Project Management field staff, Emergency Management field staff, Facilities staff, Fleet Maintenance staff, Building Inspectors and Engineering Inspectors.
- **Spill Prevention & Response:** Public Works field staff, Utilities field staff, Fleet Maintenance staff, Building Inspectors, Engineering Inspectors, Survey field staff, Fire Rescue field staff, Facilities staff, Project Management field staff and Emergency Management field staff.