

# Regional Transit Job Announcement

2810 O Street, Sacramento CA 95816 (916) 556-0298 www.sacrt.com

## Operations Training Specialist

### Internal/External

**Salary:** \$36.00 – \$50.00 hourly  
(Plus Excellent Benefits)

**Posting Date:** March 1, 2018 (Thu)  
**Filing Deadline:** March 21, 2018 (Wed)

### SUPPLEMENTAL QUESTIONNAIRE AND OFFICIAL DMV PRINTOUT ARE REQUIRED AT THE TIME OF APPLICATION

#### BRIEF DESCRIPTION

The purpose of this position is to conduct training with new and veteran SacRT operators to maximize customer service and the safe and proper operations of fixed route services in accordance with Federal, State and local laws as well as SacRT policies and procedures. This is done through development of training concepts, instructions materials and facilitated classroom instruction of Federal, State and local laws, rules, and regulations related to obtaining and maintaining a Commercial Driver's License with Airbrake and Passenger endorsements, defensive driving techniques, SacRT standard operating procedures and policies, and accurate record keeping.

#### ESSENTIAL FUNCTIONS

**Training:** Develops and implements training, including curriculum, lesson plans, and all training materials and testing; updates instructional procedures and program content as needed; conducts training for newly hired and veteran bus operators and other SacRT employees requiring a commercial driver's license; schedule, organize, and coordinate employee development and training events and programs; coordinate the assembly and production of instructional and educational material. Provide training and testing for bus maintenance and transportation employees, and supervisors required to obtain and maintain a commercial driver's license; Develops and presents ongoing Verification of Transit Training (VTT) for existing bus operators and other commercially licensed employees who need to maintain VTT status; Provide operator post-accident refresher training, annual refresher training, line ride checks, customer service training, and new equipment training; conducts refresher training for operators returning from long term absences or following a preventable accident; Provides customized training as requested by transit operating divisions. **Curriculum Design and Development:** Develops training by designing and developing orientation programs, implementing and monitoring the effectiveness of training, consulting with departments on specialized training, assessing the needs of training for the District, formulating routine training plans and instructional methodologies, selecting basic training aids, examples, manuals, and visual aids, developing training evaluating standards and procedures, and maintaining knowledge on all transit equipment in order to train personnel. **Tracking and Monitoring:** Maintains complete and accurate documentation on all facets of training and testing for each student as required and mandated by State and Federal law; Tracks and reports information by reviewing employee training records for current licenses, certificates, and renewals, maintaining records of mandatory training, maintaining up to date training files on all safety sensitive personnel, checking all files for up to date medical, and commercial driver's license certificates, maintaining motor vehicle notices, keeping records of employees who receive defensive driving class and DOT drugs/alcohol class for new operators, and advising employees as needed for training purposes. **Measure/Monitor Employee Success:** Conducts follow-up checks on existing operators and supervisors to assess the maintenance of all state and federal laws, rules, and regulations, defensive driving techniques, district standard operating procedures and policies, and accurate record keeping; determines if additional remedial training is required; monitors progress of trainees and provides periodic counseling and progress evaluation; Acts as CA DMV designated examiner in the testing and certification of bus operators ensure commercial vehicle license testing of new operators; performs ride checks during new operator probation period and in-service checks for veteran operators experiencing problems with routes, running time, or passengers; evaluates and recommends termination of trainees during training or probationary period; evaluates new equipment and changes in existing equipment and incorporates it into training curriculum. **Training Administration:** Prepares documents and correspondence by researching and compiling training information, preparing reports, creating routine reports, reviewing vehicle pull notices, analyzing and assessing training needs, and informing department heads on status of employees; may participate in special projects related to transit operations; Representing the District, observing and analyzing work practices, acting as a liaison between trainees and management, promoting safe practices and safety campaigns, and coordinating with staff and other departments on bus operation training requirements, programs, schedules.

#### MINIMUM QUALIFICATIONS

**Education:** Associate's degree, diploma or equivalent from an accredited college, in Education, Business Administration, Adult Education/Training or a related field. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.

**Experience:** Two (2) years of experience developing and facilitating education programs, computer-based training and/or employee development programs **PLUS** either: 5 years as a transit bus operator; or 2 years as a transit bus operator **AND** 1 year as a State of CA authorized delegated behind the wheel trainer of the appropriate class.

**Special Requirements:** Must possess a valid drivers' license at time of application, with the ability to obtain and maintain a valid California Class B driver's license with passenger and air brake endorsement(s). Must have satisfactory driving record. Must have the ability to obtain and maintain the minimum required certification to be an instructor in the State of California for transit bus training as well as the TSI Instructors Course for Transit Trainers and VTT certificate. Must comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).

**Candidates must submit an official DMV printout, dated March 1, 2018, or thereafter, at time of application in order to be considered. Only official DMV printouts issued by the Department of Motor Vehicles are acceptable. Online DMV printout will not be accepted.**

**Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.**

#### FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application, supplemental questionnaire, **official DMV printout and proof of education, as outlined above**, are required for this position. Applications, supplemental questionnaires, job announcements, and copies of the complete job description are available at 2810 O Street, Sacramento, CA 95816, or through our website at [www.sacrt.com](http://www.sacrt.com).

**Completed employment application, supplemental questionnaire, official DMV printout, and proof of education, as outlined above, must be submitted to the Human Resources Department not later than Wednesday, March 21, 2018, at 5:00 p.m.** RT does not accept e-mail applications, on-line applications, or late applications regardless of postmark. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

**RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans.**

This position falls under the AFSCME Collective Bargaining Unit.

**(Supplemental Questionnaire on Reverse Side)**

# Sacramento Regional Transit District Supplemental Questionnaire

## Operations Training Specialist

**Final Filing Date: Wednesday, March 21, 2018**

The purpose of this Supplemental Questionnaire is to obtain additional job-related information to identify the most qualified applicants to continue in the selection process. Completion of this material is required and your responses must be submitted with your employment application by 5:00 p.m. on the final filing date. **Candidates who do not complete this Supplemental Questionnaire will be eliminated from further consideration.**

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**Please answer the following questions. Attach answers on a separate sheet of paper and number each item accordingly.**

1. Please describe, in detail, your experience, direct role, tasks you performed, and type of curriculum you designed with the following. In your description, include the employer(s) and number of years/months you performed the duties.
  - a. developing and facilitating education programs
  - b. developing and facilitating computer-based training
  - c. developing and facilitating employee development program
2. Please identify the number of years of experience you have as a transit bus operator. In your description, include the employer(s) and number of years/months you performed the duties.
3. Please identify the number of years of experience you have as a State of CA authorized delegated behind the wheel trainer. In your description, include the employer(s) and number of years/months you performed the duties.
4. Do you possess valid certifications for the following?

Transit Safety Institute Transit Trainer Certificate?

Yes \_\_\_ No \_\_\_

Verification of Transit Training (VTT) Certification

Yes \_\_\_ No \_\_\_

DMV Certificate to conduct Employer Program Skills Testing and Drivers' Tests

Yes \_\_\_ No \_\_\_