



**SACRAMENTO REGIONAL TRANSIT DISTRICT
invites applications for the position of:**

Paratransit Operations Trainer

SALARY: \$18.28 - \$25.36 Hourly
DEPARTMENT: Paratransit Operations (SacRT GO)
OPENING DATE: 03/13/20
CLOSING DATE: Continuous
RECRUITMENT TYPE: Internal/External

DESCRIPTION:

***This wage rate is tentative and subject to confirmation through pending collective bargaining.**

OFFICIAL K4 DMV PRINTOUT IS REQUIRED AT THE TIME OF APPLICATION
Only official K4 DMV printouts issued by the Department of Motor Vehicles are acceptable.
Online DMV printouts will not be accepted.

The purpose of this position is to conduct operation and customer service training for staff. This is accomplished by interpreting and explaining state and federal laws, rules, and regulations, defensive driving techniques, district policies, customer service expectations, and accurate record keeping. Other duties include conducting disability awareness training, customer assistance and mobility device securement training, operating paratransit passenger vehicles and completing special assignments as assigned.

EXAMPLES OF DUTIES:

This is a general listing of job functions and does not represent a complete listing of the positions responsibilities.

- Instruct paratransit bus operators with regard to safety, service, and scheduling.
- Insures proper training of employees.
- Keeps staff current on changes to ADA rules and regulations.
- Assist in the preparation of training materials.
- Takes corrective actions to ensure quality customer service and safe operations.
- Assists in coordinating Paratransit Public Relations activities.
- Provides monthly safety meetings.
- Uses performance metrics based on reporting data to set training requirements.
- Communicates effectively with operations staff regarding training schedules or passenger issues
- Maintains professional demeanor and appearance
- Handle multiple tasks accurately and effectively in a fast paced environment
- Other duties as assigned to ensure the efficient operation of the department
- Communicates effectively with operations staff regarding scheduling of training hours
- Assumes the responsibilities of a Paratransit Operator if needed to meet customer service demands.

MINIMUM QUALIFICATIONS:

Education and Experience:

A combination of education and/or experience that provides the required knowledge and abilities to perform the essential functions of the position. SacRT reserves the right to determine equivalences of

education and experience. A typical combination for this position includes:

Associate's degree in Business Administration, Public Administration, Human Resources Management or a related field.

A minimum of five (5) years of commercial paratransit driving experience in a public transit agency with 1 year of behind the wheel training experience.

Required Licenses and/or Certificates:

Must possess a valid Driver's License at the time of application and have a satisfactory driving record as defined by SacRT. Must have the ability to obtain a valid California Class B Driver's permit with Passenger endorsement prior to the start of employment.

Successful completion of a ADA Paratransit Transit Trainers Course.

Candidates must submit an official K4 DMV printout at time of application, dated no more than ten (10) days prior to the date you submit your 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 INSTRUCTIONS/SUPPLEMENTAL INFORMATION:

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 and **official K4 DMV printout, as outlined above, is required for this position**. Applications, job announcements, and copies of the complete job description are available through our website at www.sacrt.com.

Completed employment application, official K4 DMV printout and proof of education, as outlined above must be submitted online. RT will not process incomplete applications. 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 Amalgamated Transit Union.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sacrt.com/Career/>

Position #2020-PARAOPSTRAINER-MAR20
PARATRANSIT OPERATIONS TRAINER
YH

2810 O Street
Sacramento, CA 95816
(916) 556-0298

Paratransit Operations Trainer Supplemental Questionnaire

- * 1. Please describe your commercial paratransit driving experience in a public transit agency. In your response detail your specific job duties, job title, employer and number of months/years you performed these duties.

- * 2. Please describe your behind the wheel training experience. In your response detail your specific job duties, job title, employer and number of months/years you performed these duties.

* Required Question