JOB OPENING ANNOUNCEMENT

Apply On-line at www.smctd.com/jobs.html

Employment Hotline 650-508-6308

July 9, 2019

TITLE: Transit Instructor (Operations)
EMPLOYMENT TYPE: Non-exempt/Safety-Sensitive
DIVISION: Bus
APPLICATION DEADLINE: 4:30 p.m. – Tuesday, July 30, 2019
PAY RANGE: $35.47 - $47.29 per hour (in accordance to CBA)
WORK LOCATION: South San Francisco or San Carlos, California
WORK SCHEDULE: Full-Time (Varied Days, Swing and Weekends)

JOB SUMMARY: The Transit Instructor reports to the Manager, Transit Operations Training, and is responsible for providing in-classroom and behind-the-wheel instruction to bus operator trainees and maintenance employees; and provide District employees with defensive driving and post-accident training for the San Mateo County Transit District (SamTrans).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Conduct in-classroom and behind-the-wheel training to ensure safe operation of all District vehicles.
- Assist with the development of lesson plans and conduct training.
- Evaluate and document bus operator trainees during SamTrans’ 8-week Bus Operator Training Program.

EXAMPLES OF DUTIES:

- Monitor bus operator trainees’ performance using written weekly reports and training records.
- Participate in Safety Campaigns as needed.
- Conduct training on District rules, terms and conditions of collective bargaining unit, standard operating procedures, policies, accident reporting requirements, pre- and post-trip inspections, radio operation, fare collection, passenger interaction, cumulative trauma, and emergency procedures.
- Conduct the California Commercial Class B driver’s license examination for air brake and passenger endorsements.
- Conduct National Safety Council defensive driving courses.
- Develop post-accident retraining program.
- Support the District’s Emergency Preparedness activities.
- Perform all job duties and responsibilities in a safe manner to protect yourself, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the supervision of the Manager, Transit Operations Training, who establishes goals and objectives and evaluates performance.
MINIMUM QUALIFICATIONS:
Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- High school diploma/GED equivalent.
- Three (3) years full-time bus operator experience.
- A minimum of one (1) year of experience as a Bus Operator Trainer or Instructor.

OTHER REQUIREMENTS:
- Possession of and ability to maintain certification with the Transportation Safety Institute, or a California Department of Education School Bus Certificate, and California DMV Employer Testing Program as a Certified Road Test Examiner.
- Ability to obtain and maintain Red Cross First Aid/CPR/AED certification, as well as certification in SamTrans’ Hazardous Materials First Responder program.
- Must be able to obtain and maintain a valid commercial Class B-P driver license, medical card, and verification of transit training certificate with a safe driving record.
- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint
- Must have effective oral and written communication skills.

SELECTION PROCESS MAY INCLUDE:
Applications will be screened for completeness and minimum qualifications
Written and/or skills assessment examination(s)
Finalists will be interviewed by a screening and selection panel
Successful completion of pre-employment process including background, medical, drug and alcohol assessments

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:
Holidays: Seven paid holidays, plus up to five floating holidays per year
Time Off: Paid Time Off: up to 21 days per year (per CBA)
Insurance: Medical, dental, vision care, group life insurance and more
Transportation: Free Bus Transportation for employees and qualified dependents
Pension: Social Security and California Public Employees Retirement Systems (CalPERS)
- Classic Members – 2% @ 60 benefit, 3 year average of highest compensation
- New Members – 2% @ 62 benefit, 3 year average of highest compensation

HOW TO APPLY:
Although we encourage applicants to apply online, we are still accepting paper applications.

- Apply online at www.smctd.com/jobs.html or complete a SamTrans Employment Application per instructions printed on the application. This position closes at 4:30 p.m. on Tuesday, July 30, 2019.
- Whether applying online or with a paper application, your completed application package must be received by the District’s Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.
- You may call (650) 508-6308 to verify that your online or paper application package has been received.

The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650) 508-6308.
SamTrans is an Affirmative Action/Equal Opportunity Employer Minorities/Women/Persons with Disabilities/Veterans