

# **JOB OPENING ANNOUNCEMENT**

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Employment Hotline 650-508-6308

**October 7, 2021**

**TITLE:** Manager, Transit Operations Training  
**EMPLOYMENT TYPE:** Exempt (Full Time)  
**DIVISION:** Bus (Operations Training)  
**PAY RANGE:** \$2,117- \$3,175/per Wk (\$110,089 - \$165,134 estimated annually)  
**APPLICATION DEADLINE:** **Friday, October 29, 2021**  
**WORK LOCATION:** South San Francisco, CA

## **GENERAL DESCRIPTION:**

The Manager, Transit Operations Training reports to the Director, Bus Maintenance and is responsible for the daily management of the Operations Training Department and the development and implementation of training programs associated with the safe operation and maintenance of transit vehicles. This position will supervise the staff of Operations Training.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Manages and develops training staff who provide training for Coach Operators, Maintenance Workers, and Staff personnel, including corporate development.
- Oversee the procurement, maintenance, upgrade, and utilization of the District's state-of-the-art training equipment, required tooling, and training aids and modules
- Responsible for the District's full compliance of new bus operators and maintenance employee certifications with the Department of Motor Vehicles under the Employers Testing Program for commercial drivers.
- Collaborate with the Safety Division and Bus Maintenance to identify and resolve fleet safety related issues.
- Develop and implement curriculum for Operations and Maintenance training on all new bus equipment and designs. Assume responsibility for program deployment.
- Oversee development and deployment of all hands-on and classroom training for maintenance personnel. Work closely with Maintenance Management and staff to develop training criteria that meets current changes or advancement in technology.
- Annually conduct on-site evaluations to review compliance of programs for all Contract Services.
- Manage the three annual bus rodeos: local, regional and national.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO and affirmative action policies and procedures are followed. Participate in selection, coordinate staff training and professional development, Establish performance objectives, monitor and evaluate employee performance.

## **EXAMPLES OF DUTIES:**

- Develop, organize and manage an effective bus operator training program. Determine the nature of classroom and behind-the-wheel training for all District employees who require commercial driver license and bus driving certification.

- Supervise course conducted to provide commercial driver's licenses for bus operator trainees and other commercial vehicle drivers.
- Interview bus operators and maintenance department personnel involved in accidents and returning from leave. Determine and provide retraining needed for safe return to duty.
- Oversee selection, training, professional development, and deployment of adjunct training staff (Bus Operator Trainers), and manage their activities in accordance with the CBA. Monitors performance and guides staff to ensure a quality training regiment.
- Thoroughly document all training activities. Review, evaluate and discuss all reports submitted by instructors on trainees, full-time/part-time operators and maintenance personnel.
- Prepare and monitor capital and operating budgets for training department.
- Develop Standard Operating Procedures for Bus Transportation and Bus Maintenance as needed.
- Oversee in-house operations and maintenance training programs, as well as program conducted in cooperation with colleges and special training agencies. Coordinate in-house orientation for new programs.
- Formulate effective partnerships with the ATU and Teamsters labor unions to organize, develop, and sustain joint labor management training committees.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect self, 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 general supervision of the Director, Bus Maintenance, who establishes goal 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:

- Bachelor's degree in transportation, education, Organizational Behavior or related field.
- Five (5) years of in the development, administration, and/or implementation of operation training programs, with specific experience in transit operations or maintenance is preferred.
- Two (2) years of managerial experience.

**PREFERRED QUALIFICATIONS**

- Ability to obtain a valid California commercial driver license within 180 days of assuming the position (Class A or B, with air brake and passenger endorsements).
- Demonstrated excellent written and oral communication skills.
- Ability to lead department and organization in training excellence.
- Good interpersonal relationship skills.
- Must be able to cover training classes or conduct training as appropriate; hands-on management approach.
- Must have a valid California driver's license with exemplary safety record, K-4 printout required.
- Proficient in computer skills, MS Word, Excel, PowerPoint, and audio-visual equipment.

### **SELECTION PROCESS MAY INCLUDE:**

The selection process may consist of an evaluation of the applicant's qualifications, panel interview, practical exercise and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

### **BENEFITS:**

For additional information on SamTrans benefits, please visit,

<https://www.smctd.com/jobs.html#benefits>

Holidays: Seven paid holidays, plus up to four floating holidays per year

Paid Time Off: Up to 26 days (PTO) per year

Cafeteria Plans: 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 formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

### **HOW TO APPLY:**

- To apply, please visit the [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). Complete an online employment application. Application will be accepted until 11:59pm on Friday, October 29,2021. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- 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 contact the Human Resources Department at (650) 508-6308 or email written request to [hr@samtrans.com](mailto:hr@samtrans.com).
- SamTrans celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.