JOB OPENING ANNOUNCEMENT

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

February 19, 2021

TITLE: Manager, Transit Operations Training

EMPLOYMENT TYPE: Exempt – Safety Sensitive Position

DIVISION: Bus (Operations Training)

APPLICATION DEADLINE: Friday, March 19, 2021

PAY RANGE: $1,913 – $2,870 per week ($99,511 – $149,267 estimated annual)

WORK LOCATION: South San Francisco, CA.

Job Summary: The Manager, Transit Operations Training reports to the Director, Maintenance and is responsible for the development and implementation of training programs associated with the safe operation and maintenance of transit vehicles for SamTrans.

Examples of Essential Functions:

- Responsible for SamTrans’ compliance of new bus operators and maintenance employee certifications with the Department of Motor Vehicles under the Employers Testing Program for commercial drivers.
- Responsible for developing and managing the department’s operating and capital budgets.
- Annually conduct on-site evaluations to review compliance of programs for all Contract Services.
- Collaborate with the Safety Division and Bus Maintenance to identify and resolve fleet safety related issues.
- Oversee development and deployment of all hands-on and classroom training for maintenance personnel.
- 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.
- Oversee procurement, maintenance, upgrades, and utilization of SamTrans state-of-the-art training equipment, including the Bus Simulator, and various maintenance training aids as needed to properly support current and future fleet technical needs.
- 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 regimen.
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

Example of Duties:

- Manage annual Bus Rodeos.
- Manage and supervise represented staff in accordance with collective bargaining agreements.
- 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.
- Formulate effective partnerships with the ATU and Teamsters labor unions to organize, develop, and sustain joint labor management training committees.
- Develop and implement curriculum for Operations and Maintenance training on all new bus equipment and designs. Assume responsibility for program deployment.
- Interview bus operators and maintenance department personnel involved in accidents and returning from leave. Determine and provide retraining needed for safe return to duty.
- Develop Standard Operating Procedures for Bus Transportation and Bus Maintenance as needed.
- Lead all maintenance training required for fleet transition to 100% zero emissions
- Maintain documentation for all related training activities.
- Review, evaluate and discuss all reports submitted by instructors on trainees, operators and maintenance personnel.
- Supervise course conducted to provide commercial driver’s licenses for bus operator trainees and other commercial drivers.
- 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 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 general supervision of the Director, Bus Maintenance, 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:

- Bachelor’s degree in transportation, education, organizational development or related field.
- Five years of full time experience developing and implementing curriculum for Operations, Maintenance, and Bus Training programs in a Transit Industry.
- Three years supervising staff and/or consultants.
- Possess a California Class B Commercial Driver’s License with Air Brakes & Passenger Endorsement, and a safe driving record.

**Preferred Qualifications:**
- Experience managing attendance, discipline, corrective action, and labor relations.
- Thorough knowledge of regulations, documents, and provisions related to commercial driver’s licenses.
- Proficient in Microsoft Word and Excel.

**Selection Process:**
The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process. (This is a safety sensitive position and is subject to medical, drug/alcohol, DMV, and a background investigation).

**Current Employment Benefits at SamTrans:**
- **Holidays:** Seven paid holidays, plus up to five floating holidays per year
- **Time Off:** Paid Time Off: 26 days per year
- **Health and Benefit Plans:** Medical, dental, vision care, group life insurance, and more
- **Transportation:** Free bus transportation for employees and qualified dependents
- **Retirement:** 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 and supplemental questionnaire by 11:59 pm on Friday, March 19, 2021. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application 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.
- 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 encourage to apply.