

JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.samtrans.com/aboutsamtrans/jobs>
Employment Hotline 650-508-6308

August 26, 2022

TITLE: Assistant Manager, Transit Operations Training
EMPLOYMENT TYPE: Exempt (Safety Sensitive)
DIVISION: Bus
APPLICATION DEADLINE: Friday, September 16, 2022
PAY RANGE: \$1,914 – \$2,871 per week (\$99,511 - \$149,267 Estimated Annual)
WORK LOCATION: South San Francisco, CA

GENERAL: The Assistant Manager, Transit Operations Training will report to the Manager, Transit Operations Training and will assist with the development and implementation of in-house training programs and developing training strategies for Bus Operators, Utility Workers, and Maintenance Workers at San Mateo County Transit District (SamTrans).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Assist with the development and management of curriculum for Bus Operator Trainees, Bus Operators, Utility Workers, and Maintenance Workers.
- Evaluate in-house training programs and recommend program upgrades.
- Assist in ensuring contracted service providers are adhering to SamTrans training standards and legal requirements.
- 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.

EXAMPLES OF DUTIES:

- Supervise Transit Instructors, Bus Operator Trainers, according to the terms and conditions of the collective bargaining agreement.
- Work closely with the Safety Division and Bus Maintenance to develop training curriculum to address fleet safety related issues.
- Develop and implement team building strategies for Transit Instructors and Bus Operator Trainers.
- Keep abreast of new developments in the field of Training and Adult Learning Strategies.
- Conduct regular audits of contractor training records and make written recommendations of findings for corrective actions.
- Track and assess trends in preventable accidents.
- Represent the District on the joint labor/management Accident Review Committee to grade vehicular accidents involving District vehicles.
- Evaluate job performance of staff which will also include 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 oneself, 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: Work under the general supervision of the Manager, Transit Operations Training who will establish goals and objectives, monitor, and evaluate 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 graduate or GED equivalent.
- Five years full-time experience in transit bus operations/maintenance/transit training
- 2 years' experience as Transit Instructor or Supervisor, in Transportation Industry

PREFERRED QUALIFICATIONS:

- Transportation Safety Institute (TSI) certification in Instructor's Course is desirable.
- Ability to become an Employer Testing Program Examiner, within 1 year of hire date.
- Ability to obtain and present a Class "B" Commercial Driving Permit (with Passenger Transport and Air Brakes Endorsements) by the first day of employment.
- Must be proficient in Microsoft Office Suite.
- Must have effective written and oral communication skills.
- Must have a safe driving record.

SELECTION PROCESS MAY INCLUDE:

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, safe driving record, and a background investigation.

CURRENT BENEFITS:

For further Benefits details please go to: <https://www.smctd.com/jobs.html#benefits>

Holidays:	Seven paid holidays, plus up to four floating holidays per year
Time Off:	Paid Time Off: up to 26 days 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) <ul style="list-style-type: none">• 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. Complete an online employment application by 11:59 pm on Friday, September 16, 2022. A resume will not be accepted in lieu of the application and supplemental questionnaire. 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.
- San Mateo County Transit District 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.