

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



## **Operations Training Specialist - Light Rail**

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**SALARY:** \$40.52 - \$56.28 Hourly

**DEPARTMENT:** Light Rail Transportation

**OPENING DATE:** 12/20/22

**CLOSING DATE:** Continuous

**RECRUITMENT TYPE:** Internal/External

**DESCRIPTION:**

**THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES, AS APPLICATIONS ARE REVIEWED.**

**DMV PRINTOUT IS REQUIRED AT THE TIME OF APPLICATION**

**Online DMV printouts and DMV printouts issued by the Department of Motor Vehicles are acceptable.**

The primary purpose of this position is to conduct training with new and veteran SacRT light rail personnel in initial rulebook, mainline certifications and recertifications, and CDL licensing to maximize customer service and the safe and proper performance of light rail duties and assignments in accordance with Federal, State, and local laws as well as SacRT policies and procedures. This is done through development of training concepts, instructions materials and facilitated classroom instruction of Federal, State and local laws, rules, and regulations related to obtaining and maintaining a Commercial Driver's License with Airbrake and Passenger endorsements, defensive driving techniques, and certification to perform duties and assignments in the light rail division, SacRT standard operating procedures and policies, and accurate record keeping.

**EXAMPLES OF DUTIES:**

*This is a general listing of job functions and does not represent a complete listing of the position's responsibilities.*

- Develops and implements training, including curriculum, lesson plans, and all training materials and testing; updates instructional procedures and program content as needed; Conducts training for newly hired and veteran light rail personnel and other SacRT employees requiring a certification to perform duties and assignments in the light rail division.
- Schedules, organizes, and coordinates employee development and training events and programs; coordinates the assembly and production of instructional and

- educational material.
- Provides training and testing for light rail personnel required to obtain and maintain a light rail training and safety certifications.
- Develops and presents ongoing Verification of Transit Training (VTT) for commercially licensed employees who need to maintain VTT status.
- Provide personnel post-accident and incident refresher training, return-to-work retraining, biennial recertification training, line ride checks, customer service training, roadway worker protection training, and new equipment training.
- Provides customized training as requested by light rail department management.

#### **Curriculum Design and Development:**

- Assists with developing training by designing and facilitating orientation programs, implementing and monitoring the effectiveness of training, consulting with departments on specialized training, assessing the needs of training for the light rail division, formulating routine training plans and instructional methodologies, selecting basic training aids, examples, manuals, and visual aids, developing training evaluating standards and procedures, and maintaining knowledge on all designated transit equipment in order to train personnel.

#### **Tracking and Monitoring:**

- Maintains complete and accurate documentation on all facets of training and testing for each student as required and mandated by State and Federal law.
- Tracks and reports information by reviewing employee training records for current licenses, certificates, and renewals, maintaining records of mandatory training, maintaining up to date training files on all safety sensitive personnel, checking all files for up to date medical and commercial driver's license certificates, and advising employees as needed for training purposes.

#### **Measure/Monitor Employee Success:**

- Conducts follow-up checks on existing rail front-line, maintenance, and supervisory personnel to assess compliance with all state and federal laws, rules, and regulations, safe vehicle and equipment operating techniques, SacRT standard operating procedures and policies, and accurate record keeping. Determine if additional remedial training is required.
- Monitors progress of trainees and provides routine counseling and progress evaluation.
- May act as CA DMV designated examiner in the testing and certification of Light Rail personnel.
- Performs ride checks of new operators first and in-service checks for veteran operators experiencing problems such as troubleshooting, rules compliance, routes, running time, or passenger altercations.
- Evaluates and recommends release of trainees during training or period.
- Evaluates new equipment and changes in existing equipment and incorporates it into training curriculum.

#### **Training Administration:**

- Prepares documents and correspondence by researching and compiling training information, preparing reports, creating routine reports, documents, and correspondence, reviewing certification and license status, analyzing and assessing training needs, and informing department heads on status of personnel. May participate in special projects related to transit.
- Representing the observing and analyzing work practices, acting as a liaison between trainees and management, promoting safe practices and safety campaigns, and coordinating with staff and other departments on light rail training requirements, programs, schedules.

### **MINIMUM QUALIFICATIONS:**

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

**Education:** Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two (2) year associate degree, diploma or equivalent from an accredited college, technical, business, vocational, or correspondence school in Education, Business Administration, Adult Education/Training or other closely related field.

Additional directly related experience (Light Rail Operator experience or facilitating education programs experience) beyond the minimum requirement may substitute for the required education based on the ratio of one (1) year of experience for each (1) year of education.

**Experience:** A minimum of (2) years' experience facilitating education programs, computer-based training, and/or employee development programs. Developing curriculum is highly desirable. **PLUS** 5 years a a light rail operator, including Rail Operator Inline Instructor experience.

**Licenses and Certifications:** Must be able to obtain and maintain the minimum required certification to be an instructor in the State of California for transit bus training as well as the TSI Instructors Course for Transit Trainers and VTT certificate.

Must be able to obtain and maintain a valid Class B California driver's license, with passenger and air brake endorsements.

**Candidates must submit a 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. Online DMV printouts and DMV printouts issued by the Department of Motor Vehicles are acceptable.**

**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:**

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. 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 DMV printout, as outlined above, is required for this position. Applications, job announcements, and the complete job description are available at our website at [www.sacrt.com](http://www.sacrt.com).

**A completed employment application, DMV printout and proof of education, as outlined above, must be submitted online. Applications are reviewed as received, and interviews will be scheduled for most qualified candidates as applications are reviewed. SacRT 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.

**SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.**

**SacRT is an Equal Opportunity EOE Employer - Minorities/Women/Disabled/Veterans.**

**This position falls under the AFSCME, Local 146 Collective Bargaining Agreement.**

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

Position #2023-00743IE  
OPERATIONS TRAINING SPECIALIST - LIGHT RAIL  
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2810 O Street  
Sacramento, CA 95816  
(916) 556-0298

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### **Operations Training Specialist - Light Rail Supplemental Questionnaire**

- \* 1. Please describe, in detail, your experience, direct role, tasks you performed, and type of curriculum you designed or helped to deliver with the following. In your description, include the employer(s) and number of years/months you performed the duties. A. Developing, facilitating, or delivering public transportation related education and/or training programs or instruction. B. Developing, facilitating, or participating in computer-based training. C. Developing, facilitating, or participating in the development of light rail employees.
  
- \* 2. Please describe in detail, your experience, direct role, and tasks you performed as the following. In your description, include the employer(s) and number of years/months you performed the duties. A. Light Rail Operator B. Light Rail Operator Inline Instructor
  
- \* 3. Do you possess a valid certification for the following: A. Transit Safety Institute Transit Trainer Certificate B. Verification of Transit (VTT) Certificate C. DMV Certificate to conduct Employer Program Skills Testing and Driver's Test
  
- \* 4. Please describe, in detail, your experience, direct role and tasks you performed with the following. In your description, include the employer(s) and number of years/months you performed the duties A. Training administration and/or delivery. B. Measuring and/or monitoring employee success while in a training program. C. Tracking and monitoring employee training records and/or training evaluations.
  
- \* Required Question