

JOB OPENING

OPENS: 9/30/2024

CLOSES: 10/14/2024

TITLE: **MANAGER OF TRAINING**

SALARY RANGE: \$90,547 – \$177,205 Annually

(Salary commensurate with background and experience of the individual selected. Initial appointments are typically made no higher than mid-range.)

REPORTS TO: Director of Transportation

DUTIES/RESPONSIBILITIES:

The Manager of Training is responsible for the proper training of designated employees requiring a Class B Commercial Driver's License. This position ensures compliance with all federal, state, and local regulations applicable to public transit operations. Duties include, but are not limited to:

- Developing and administering training program for new Bus Operators, Maintenance, and Service personnel requiring a California Class B Commercial Driver's License (CDL).
- Observing and evaluating training performance; maintaining proper training records including tracking of hours. Providing counseling and assistance to trainees and recommending remedial actions as needed.
- Developing and administering Commercial Driver's License (CDL) program and Verification of Transit Training (VTT) classes for designated County Connection personnel. Maintaining and submitting appropriate records as required.
- Developing and maintaining training manuals and related materials.
- Administering County Connection's DMV Employer Testing Program (ETP).
- Investigating and managing vehicle accidents/occurrences. Developing recommendations for corrective action plans and providing counseling to employees as needed.
- Developing and administering safety and training program for all other personnel utilizing Authority vehicles.
- Assisting in the development and monitoring of the Training department budget.
- Providing leadership and oversight to Training staff.

REQUIREMENTS:

- Education equivalent to a bachelor's degree from a four-year college or university, with major course work in Business Administration, Public Administration, Transportation, Training & Development, or closely related field.
- Four years of progressively responsible experience in transit training and instruction, including two years of supervisory experience.
- Related experience or training that demonstrates substantial knowledge and abilities pertinent to specific job functions may qualify for substitution of the education requirement.
- Must possess Class B Commercial Driver's License (CDL) with passenger endorsement.
- Must possess Department of Transportation (DOT) Instructor Certification.

County Connection is an Equal Opportunity Employer and Drug Free Workplace

SKILLS & ABILITIES:

- Must develop knowledge of County Connection's geographic area, routes, and schedules.
- Thorough knowledge of basic laws, ordinances, and regulations underlying public transit operations, including the Americans with Disabilities Act (ADA) requirements.
- Establish and maintain effective working relationships and to promote and maintain community relations.
- Ability to read, analyze, and interpret police reports, accident investigations, technical procedures, and federal or state regulations applicable to transportation.
- Mid to high level familiarity with Microsoft Word, Excel, Outlook, and PowerPoint. Knowledge of intelligent transportation systems (Operations software, Clever Devices).
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to work flexible hours as needed.

BENEFITS:

County Connection offers several benefits to employees, which include the following:

- Health Benefits – California Public Employee' Retirement System (CalPERS) health insurance for both active employees and eligible retirees. Employee has a contribution towards the total premium based on the plan selected.
- Dental – County Connection contributes 100% of premium for active employees and dependents.
- CalPERS Retirement Program: 2% at 60 plan or 2% at 62 plan based on the provisions of the California Public Employees' Pension Reform Act (PEPRA).
- Supplemental Retirement – Mission Square 457 supplemental retirement and ROTH plans.
- Life Insurance – County Connection contributes premium for employee.
- Paid Time-Off: Vacation and sick leave accrual; 6 holidays per year; 6 floating holidays per year.
- Additional: Vision, Colonial Life Supplemental Insurance, Healthcare and Dependent Care Flexible Spending Account (FSA), Credit Union, Employee Assistance Program, Employee Wellness Program, On-site Fitness Rooms.

TO APPLY:

Please visit www.countyconnection.com/jobs to access and complete the online application. To be considered for this opportunity, please include a cover letter, resume, and 3 professional references. References will only be contacted for finalists in this process, and applicants will be advised in advance.

Internal candidates may access their employee ADP account or request an internal application to apply. You must have a minimum of six (6) months in your position to transfer to another department.

The closing date for this recruitment is 11:59 PM on Monday, October 14, 2024. County Connection will invite only those candidates whose qualifications most closely match the position requirements to continue in the selection process.