



**Title: Maintenance Trainer-Bus**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** The purpose of this position is to develop and present classroom training and to oversee all activities of productivity and vehicle maintenance. This is accomplished by administering and evaluating training programs, serving as maintenance shift supervisor as needed, scheduling and assigning maintenance tasks, monitoring activities and subordinates, scheduling classes and training employees in technical and non-technical aspects of maintenance, developing and organizing training manuals, lesson plans, schedules, procedures and certification programs, maintaining records, and monitoring and evaluating trainees. Other duties include representing the District, observing and analyzing work practices, acting as liaison between trainees and management, encouraging positive changes, resolving bus assignments and vehicle operations issues, and coordinating with staff and departments.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	M	Creates learning environments by planning, coordinating and facilitating training, maintaining training databases, participating on committees, developing lesson plans, prescribing learning criteria, reviewing trainer criteria, researching and developing materials, and maintaining training budget.	30%
2	M	Disseminates information by training employees in both technical and non-technical maintenance, creating schedules, procedures and evaluation criteria, implementing policies, creating training aids and manuals, and practicing new techniques.	20%
3	S	Supervises staff by responding to accidents or incidents that may occur in the field, providing information on vehicle maintenance, evaluating performance and facilitating quality work, creating reports, acting as on-site inspector, supporting related projects, and writing technical manuals.	20%
4	S	Completes maintenance activities by overseeing activities, maintaining vehicle availability, planning work procedures, inspecting, monitoring and evaluating work, overseeing maintenance and difficult and complex repairs, identifying discrepancies, reviewing work orders, identifying training needs, dispatching calls, and coordinating safety and inspection activities.	10%



5	S	Reviews safety plans by supervising accident investigation, coordinating training programs, estimating repair costs, ensuring standards are maintained, identifying unsafe working conditions, providing recommendations, completing random inspections, evaluating subordinates, updating safety information, and conducting regular safety and inspection drills.	10%
6	S	Supervises staff by maintaining all documents, resolving discipline or grievance issues, evaluating subordinate activities, participating in the hiring and discipline process, maintaining training and technical libraries, coordinating efforts with other departments, and serving on committees.	10%

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature, which may be obtained with a two (2) year associate's degree, diploma or equivalent from an accredited college, technical, business, vocational, or correspondence school in Automotive, Diesel or Heavy Equipment Technology or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of five (5) years of experience in teaching the diagnosis, maintenance and/or repair of transit vehicles, diesel engines or related equipment.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and



	decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Possession of a valid California driver's license is required with the ability to obtain and maintain a valid Class A driver's license, with Passenger and Airbrake endorsements, DMV certificate to conduct Employer Program Skills Testing and Drivers' Tests, Environmental Protection Agency (EPA) Section 608 and Fork Lift.

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Methods and techniques of conducting statistical analyses, and tracking, recording, and presenting statistical data.</li> <li>• Methods and techniques of evaluating training programs and making recommendations on new programs to be offered.</li> <li>• Effective communication, presentation, and facilitation methods and practices.</li> <li>• Adult learning principles.</li> <li>• Mandated State and Federal requirements.</li> <li>• Training resources and equipment.</li> <li>• Principles and practices of employee training and development.</li> <li>• Department of Motor Vehicles commercial testing regulations.</li> <li>• Accident investigation techniques.</li> <li>• Customer service principles.</li> <li>• Defensive driving techniques.</li> <li>• Protocol and procedures for handling emergencies.</li> <li>• Theory of the operation, troubleshooting, and repair of heavy duty engines and electrical equipment.</li> <li>• Pertinent hand tools, special tools, and test equipment used in vehicle and equipment maintenance.</li> <li>• Methods and techniques of preparing cost estimates for equipment damaged in accidents.</li> </ul>



- Correct English usage, spelling, grammar, and punctuation.
- Current laws, regulations, and developments in areas related to maintenance.
- Filing and document storage and retrieval methods.
- First-Aid and CPR.
- Heating, ventilation, and air conditioning systems.
- Methods and techniques of determining failure trends.
- Principles of supervision, training, motivation, and counseling.
- District procurement procedures.
- District fleet management and OTIS vehicle database system.
- Safety rules and procedures, regulations, and laws governing public transit .
- Supervision and motivation principles.

- | <b>SKILLS</b>   |
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| <ul style="list-style-type: none"><li>• Advanced word processing, spreadsheet, presentation and database software</li><li>• Specialized software related to functional area</li></ul> |

- | <b>ABILITIES</b>  |
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| <ul style="list-style-type: none"><li>• Plan, design and implement highly complex training programs and assess effectiveness.</li><li>• Plan, prioritize, assign, supervise, and review work of staff.</li><li>• Handle all internal and external contacts with courtesy, diplomacy, and tact.</li><li>• Evaluate business and operational activities to assess training needs.</li><li>• Read, analyze, and interpret District policies, professional journals, technical publications, and government regulations.</li><li>• Write clear and effective reports, business correspondence, and procedure manuals,</li><li>• Effectively present information and respond to questions from groups, managers, customers, and the public.</li><li>• Deal with difficult people and situations.</li><li>• Learn agency and departmental operating policies, procedures, systems, methods, and tasks.</li><li>• Learn system processes related to department and job functions.</li><li>• Extract statistics and written information from reports and transfer to other documents.</li><li>• Comply with random drug testing provisions for safety-sensitive classifications as required by the Department of Transportation (49 CFR, Part 655).</li><li>• Ability to obtain and maintain Alternative Fuel Technician Certification,</li></ul> |



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with “X”-

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations, observing work site, observing work duties, communicating with co-workers
Sitting	O	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	O	Supplies, equipment, files
Carrying	F	Supplies, equipment, files
Pushing/Pulling	O	File drawers, equipment, tables and chairs
Reaching	F	For supplies, for files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator; calibrating equipment
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	F	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	F	Filing in lower drawers, retrieving items from lower shelves/ground, making repairs
Twisting	F	From computer to telephone, getting inside vehicle
Climbing	F	Stairs, step tools, onto equipment
Balancing	O	On ladders, on equipment, on step stools
Vision	C	Reading, computer screen, driving, observing work site
Hearing	C	Communicating via telephone/radio to co-workers/public, listening to equipment
Talking	C	Communicating via telephone/radio, to co-workers/public
Foot Controls	O	Driving, operating heavy equipment
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Vehicle maintenance hand and power tools, and computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	R
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	S
Extreme Temperatures	S
Noise and Vibration	S
Wetness/Humidity	D
Physical Hazards	D

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:** None.

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	N

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.