



Title: Maintenance Trainer-Light Rail

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: The purpose of this position is to provide classroom instruction in the theory and operation of the various systems that make up the Light Rail Vehicle. This is accomplished by reviewing schematic diagrams and the technical manual, providing a detailed syllabus and technical documentation in support of lectures, overseeing applied training in the repair of system components, shop equipment, emergency response, and radio procedures, scheduling classes and training employees in technical and non-technical aspects of vehicle and equipment maintenance, developing training manuals, lesson plans, schedules, procedures, certification programs, and vehicle maintenance technical libraries, preparing and conducting competency evaluations, assessments, and remedial training programs, and instructing employees in the repair, troubleshooting, and maintenance of electromechanical devices, microprocessor components, and mechanical systems. Other duties include developing and maintaining database of employee training records, monitoring and testing progress of trainees and preparing statistical reports evaluating competency and performance, analyzing statistical data in the determination of failure trends and solutions, and preparing and maintaining the maintenance function training budget.

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.

| (S) Sedentary | (L) Light | (M) Medium | (H) Heavy | (V) 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. |

| # | Code | Essential Functions | % of Time |
|---|------|--|-----------|
| 1 | M | Presents training sessions by planning, coordinating and/or facilitating employee training, orientation, and development programs in electrical and mechanical systems theory and design, cost estimating and technical writing for maintenance operations, electrical and mechanical testing, troubleshooting, and repair, preparing training curricula and materials, overseeing employee participation, behavior, and attendance during sessions, directing the physical set up of activities for the training facility, scheduling employees for training, interpreting and explaining district, state, and federal laws, rules and regulations. | 50% |



| | | | |
|---|---|---|-----|
| 2 | M | Provides staff oversight by planning, prioritizing, assigning, supervising, and reviewing the work of vehicle maintenance personnel, overseeing the activities of subordinate workers engaged in the diagnosis, maintenance, repair, and overhaul of vehicles, equipment, and light rail systems, participating in and providing direction for complex repairs, hiring, training, evaluating, and disciplining personnel, and developing work schedules in support of maintenance operations. | 35% |
| 3 | S | Oversees field safety and accident investigations by supervising investigations of accidents to determine the cause and extent of damage to the maintenance systems, estimating the cost of repair to vehicles involved in accidents, assessing and monitoring light rail operations for the safety of employees and passengers, coordinating and/or conducting safety meetings to promote safe work environments and safety awareness. | 15% |

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 Electronic or Electrical 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 light rail or other large and complex electrical vehicles, machinery 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, a Light Rail Vehicle (LRV) Operator's license, DMV certificate to conduct Employer Program Skills Testing and Drivers' Tests, Environmental Protection Agency (EPA) Section 608 and Fork Lift. |

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



- Methods and techniques of preparing cost estimates for equipment damaged in accidents.
- 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 vehicle database system.
- Safety rules and procedures, regulations, and laws governing public transit.
- Supervision and motivation principles.

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

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



OVERALL PHYSICAL STRENGTH DEMANDS:

| -Physical strength for this position is indicated below with "X"- | | | | |
|---|--|---|---|--|
| Sedentary | Light | Medium | 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 | F | O | R | N |
|--------------------------|------------------------------|------------------------|----------------------------|---------------|
| Continuously | Frequently | Occasionally | Rarely | Never |
| 2/3 or more of the time. | From 1/3 to 2/3 of the time. | Up to 1/3 of the time. | Less than 1 hour per week. | Never occurs. |

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 | F | 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; hoses |
| Reaching | O | For supplies; for files |
| Handling | O | Paperwork |
| Fine Dexterity | F | Computer keyboard; telephone keypad; calculator; calibrating equipment |
| Kneeling | O | Filing in lower drawers; retrieving items from lower shelves/ground |
| Crouching | O | Filing in lower drawers; retrieving items from lower shelves/ground |
| Crawling | O | Under equipment; inside attics/pipes/ditches |
| Bending | F | Filing in lower drawers; retrieving items from lower shelves/ground; making repairs |
| Twisting | O | From computer to telephone; getting inside vehicle |
| Climbing | F | Stairs; ladders; step tools; onto equipment |
| Balancing | F | On ladders; on equipment; on step stools |
| Vision | F | Reading; computer screen; driving; observing work site |
| Hearing | F | Communicating via telephone/radio; to co-workers/public; listening to equipment |
| Talking | F | 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:

Common hand tools, power tools, lifts, cranes, hoists, car lifts, electronic test equipment, digital cameras, fax machines, and computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

| | | | | |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|
| C Continuously | F Frequently | O Occasionally | R Rarely | N Never |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|

| | | | | |
|-------------------|--|---|------------------------|-------------------|
| D Daily | W Several Times Per Week | M Several Times Per Month | S Seasonally | N Never |
|-------------------|--|---|------------------------|-------------------|

| -Health and Safety Factors- | |
|-----------------------------|---|
| Mechanical Hazards | F |
| Chemical Hazards | O |
| Electrical Hazards | F |
| Fire Hazards | R |
| Explosives | N |
| Communicable Diseases | O |
| Physical Danger or Abuse | R |
| Other (see 1 below) | N |

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: Hearing protection, eye protection, gloves, respirator, and rain gear

NON-PHYSICAL DEMANDS:

| | | | |
|---|---|---|-----------------------------------|
| 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 |
|---|---|---|-----------------------------------|

| -Description of Non-Physical Demands- | -Frequency- |
|---|-------------|
| Time Pressure | F |
| Emergency Situation | F |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | O |
| Noisy/Distracting Environment | F |
| Other (see 2 below) | N |

(2) N/A

PRIMARY WORK LOCATION:

| | | | |
|--------------------------------|---|---------------------|--|
| Office Environment | | Vehicle | |
| Warehouse | | Outdoors | |
| Shop | X | 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.