

MAJOR FUNCTION

This is specialized technical work in administering; organizing and implementing effective training for designated staff in transit operations, along with post accident, accident prevention and refresher training. The incumbent implements operator training, accident prevention and safety programs and procedures targeted toward specific personnel and maintains required records related to same. The incumbent also assists first line supervisors and superintendents in accident assessment, classification, root cause and trend analysis. Work is performed under the general direction of the Operations and Compliance Manager, requiring the incumbent to exercise considerable initiative and judgment on an ongoing basis. Work is reviewed through observation and evaluation of programs, reports, conferences, and results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Implements transit operator, post-accident and refresher training. Leads classroom instruction in the department's Orientation, Customer Relations, Defensive Driving, ADA Sensitivity, Accident Prevention, Emergency Handling Procedures, and CDL testing. Assists management and supervisors with accident investigation, classification and root cause analysis. Assists management and supervisors with/or implements and administers safety programs to minimize the frequency of vehicle accidents. Recommends changes in safety program to keep pace with technological advancements. Guides department employees toward compliance with applicable federal, state and local laws and ordinances concerning transit safety. Conducts follow-up investigations of motor vehicle accidents and recommends corrective or preventive measures to management based on summary of inspections, investigations and identified trends regarding the causes and types of accidents and injuries. Maintains records and summarizes reports on all accidents. Conducts regular safety meetings with work units to stimulate and maintain interest in safety relative to work tasks. Provides retraining for both operators and maintenance employees in cases of performance related problems. Maintains department's accident records/driver licenses for compliance with federal, state, and city regulations. Writes and produces in-house training material and reviews and updates all safety plans as needed. Performs related work as required.

Other Important Duties

Inspects vehicles, and safety related equipment as necessary. Establishes and chairs a transportation safety committee. Posts material on bulletin boards concerning safety. Maintains a library of safety related and training materials. Completes special projects, as assigned. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge Abilities and Skills**

Considerable knowledge of the principles, procedures, and techniques associated with the operation of transit equipment. Ability to establish and maintain effective working relationships and work with minimal supervision. Must possess superior interpersonal, motivational, team building and conflict resolution skills. Ability to communicate effectively, orally and in writing. Ability to prepare reports and maintain records. Ability to speak in public and to assemble and conduct training sessions relevant to employee safety risk factors, accident prevention and other topics relevant to work performance. Ability to interact and communicate with all levels of staff including: managers, supervisors, operators, and intra-department personnel. Must be able to work nights weekends, and holidays. Ability to bend, stoop, stretch, and lift (25) pounds. Ability to analyze safety and transportation practices in conducting safety surveys, system safety certification/testing, investigating, and reporting safety

infractions and recommending preventative steps. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and three years of transit driving experience. Experience as a trainer in any setting, experience investigating vehicle accidents, experience in any facet of transit operations, or advanced education may substitute for up to two years of the required transit driving experience.

Necessary Special Requirements

At the time of appointment, must possess the appropriate State Commercial Driver's License (CDL) and endorsement(s), as designated for the position by the department director.

Established: 08-19-06

Revised: 10-31-19