

**Intercity Transit**  
**JOB TITLE: Operations Trainer**

|   |   |                                   |
|---|---|-----------------------------------|
| <b>BAND</b>   | <b>GRADE</b>                              | <b>SUBGRADE</b>                   |
| <b>B</b>  | <b>2</b>                                  | <b>3</b>                          |
| <b>DEPARTMENT:</b><br>Operations  | <b>DIVISION:</b><br>Operations            | <b>FLSA STATUS:</b><br>Non-Exempt |
| <b>SUPERVISION RECEIVED FROM:</b><br>Operations Fixed Route Manager   | <b>SUPERVISION EXERCISED OVER:</b><br>N/A | <b>PAY GRADE:</b><br><br>B23      |
| <b>SUMMARY:</b><br>Under general direction, plans, develops, coordinates, promotes and conducts training for Operations Department employees and other employees as assigned.                                   |   |                                   |
| <b>DISTINGUISHING CHARACTERISTICS:</b><br>Performs specialized activities in support of the Operations Department. Performs specialized and specific activities requiring knowledge of transportation programs. |   |                                   |

| <b>DUTY NO.</b> | <b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)   | <b>FREQUENCY</b>      |
|-----------------|---|-----------------------|
| 1.              | Prioritizes, plans, schedules, implements, and delivers new hire operator training, ongoing operator training, refresher training and post accident training to include classroom and on the road instruction. Operates buses or vans when necessary. Utilizes instructional materials and training aids. | Daily<br>25%<br>(B2)  |
| 2.              | Ensures compliance with contract provisions and FTA regulations. Reviews, interprets, and implements applicable state, federal and industry standards to include conferring with subject matter experts and licensing agencies/associations regarding compliance issues and regulations.                  | Daily<br>25%<br>(B2)  |
| 3.              | Coordinates and conducts annual training bid process for Operations.  | Daily<br>25%<br>(B2)  |
| 4.              | Performs critical evaluation and audit of operator skill development to include conducting ride along evaluations for all operators on an annual basis. Develops and ensures proper preparation and maintenance of records, reports, and evaluations of operator skills.                                  | Daily<br>25%<br>(B2)  |
| 5.              | Tracks and monitors progress of probationary operators to include conducting ride along evaluations and providing additional training and guidance as necessary. Reports the need for corrective action to the Fixed Route Manager. Prepares and maintains all related records.                           | Weekly<br>20%<br>(B2) |

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| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)  | FRE-QUENCY            |
|----------|---|-----------------------|
| 6.       | Makes recommendations to the Fixed Route Manager and Dial-A-Lift (DAL) Manager regarding needed instruction to ensure that all operators are correctly and properly trained, equipped, and able to complete assigned duties in a safe, efficient, and timely manner.        | Weekly<br>10%<br>(B2) |
| 7.       | Tracks fixed route and DAL incident and accident statistics as well as near-miss data. Analyzes and effectively plans and strategizes remedial actions in an effort to mitigate risks and minimize liability. Conducts specialized training as necessary based on analysis. | Weekly<br>10%<br>(B2) |
| 8.       | Writes training policies and procedures; prepares narrative and statistical reports; makes presentations as needed or upon request.   | As Required           |
| 9.       | Performs other duties of a similar nature or level.   | As Required           |
| 10.      | Meets regular time and attendance standards.  | Always                |

**KNOWLEDGE** (position requirements at entry):

- Applicable Federal, State, and Local laws, rules, and regulations regarding motor vehicles and public transportation;
- Transit practices;
- Intercity Transit routes and systems;
- Conflict resolution skills;
- Mathematical concepts.

**SKILLS** (position requirements at entry):

- Classroom presentation;
- Facilitating meetings;
- Managing projects;
- Handling multiple tasks simultaneously;
- Reading, analyzing, and interpreting regulations;
- Making fair evaluations;
- Safe operation of all vehicles;
- Defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Oral and written communication; research and preparing reports and business correspondence;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Work independently under limited supervision.

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**TRAINING and EXPERIENCE** (position requirements at entry):

- Two years' Intercity Transit bus driving experience;
- No written disciplinary action within the last two years;
- No preventable accidents in the last three years;
- No more than one moving violation and no citable accidents within the last five years;
- Ability to work varied shifts and days with overtime as required.

**LICENSING REQUIREMENTS** (position requirements at entry):

- Valid WA State Class B CDL with passenger endorsement and air-brake restriction removed;
- Valid DOT Medical Examiner's Certificate

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Prepared by HR/SM/HS: 10/29/2019