# Transportation Specialist/Trainer

**Grade: 6**

**FLSA: Non-Exempt**

**Date: 07/18**

**Job Summary:**  Performs a wide variety of duties in support of transit operations, primarily in safety and driver training, fleet management, dispatch scheduling customer service and general operations; performs other duties as assigned.

**Essential Functions:**

1. Track and ensure CDL compliance with the Department of Transportation (DOT), Maryland Transit Administration (MTA), St. Mary’s County and St. Mary’s Transit System (STS) regulations, policies and make recommendations to changes in services, policies and procedures;
2. Ensure Driver’s Manual and all training materials are up to date and readily available to drivers and dispatchers. Provide all materials to new hires during onboarding and update materials to staff as amended.
3. During onboarding, conduct classroom and behind the wheel instruction; passenger transportation, defensive driving, service area familiarization, passenger loading, unloading and securement, proper manifest documentation, use of onboard equipment, accident and emergency procedures, dispatch and radio communications, and passenger sensitivity.
4. Will provide CDL training to non-CDL employees through STS’s CDL Training Facility;
5. Conduct recurrent training sessions for transit operations and obtain required training certifications and recertify when necessary.
6. Ensure all drivers are fit for duty, meet uniform and equipment standards and are in possession of proper licensing and certifications.
7. Conduct site checks and road observations. Document findings accordingly and provide necessary reports.
8. Conduct gate checks at pull out and pull in times ensuring on-time service and proper completion of necessary paperwork to include pre and post trip inspections.
9. Respond to in-service vehicle breakdowns, incidents and/or accidents for determination of cause and preventability, identifying potential trends to be addressed in future in-service training and provide recurrent training as necessary.
10. Conduct wheelchair securement and vehicle cleanliness checks on in-service vehicles.
11. Assist with drivers’ daily manifest, dispatching route assignments/schedules and serve on staff committees;
12. Assist dispatchers with daily routines, such as customer service calls and fill in as needed.
13. Provide feedback on service items that affect safety and performance, identify potential safety hazards and provide feedback to be incorporated into daily operations procedures.
14. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Ability to communicate effectively with staff and members of the public;
4. Ability to prepare and maintain accurate records;
5. Ability to operate relevant computer systems, including hardware and software;
6. Ability to read maps and knowledge of St. Mary’s County roads and streets;
7. Ability to train and instruct bus drivers;
8. Organizational and bookkeeping skills.

**Education and Experience:**

1. High school diploma or G.E.D.;
2. Two years or more of related experience;
3. Or equivalent technical training, education, and/or experience.

**Additional Requirements:**

1. Must have held a Commercial Driver’s License at minimum the last 2 years
2. Position is classified as safety-sensitive and shall be subject to drug and alcohol testing as required under federal regulations;
3. This position will require evening and weekend duties.

**Physical and Environmental Conditions:**

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

Work also demands occasional strenuous effort. May perform manual work involving walking over rough, uneven terrain, repeated bending, climbing, crouching, stooping, stretching, reaching or, handling moderately heavy equipment or materials from 30 to 60 pounds. Must also have the physical ability to push/pull, squat, twist and turn and have the ability to evacuate people from the bus in the event of dangerous conditions and be able to sit for long periods of times.

Work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, or machines, and/or avoidance of trips and falls, observance of traffic signals, and/or working in moderate to adverse outdoor weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date