



**Rogue Valley Transportation District**  
**JOB DESCRIPTION**  
**February 16, 2023**

**Title:** District Training Specialist  
**Department:** Operations/Transportation  
**Reports To:** Transportation Manager/Transportation Supervisor  
**FLSA Status:** Non-Exempt  
**Salary:** \$32.22 - \$38.86 Hourly - DOE

**SUMMARY**

Under general supervision, the District Training Specialist conducts classroom and hands-on road training to new and existing Coach Operators on the safe and efficient operation of the District's bus fleet. Responsible for maintaining and updating all training materials. Maintaining a positive relationship with co-workers and the public. Work flexible hours as necessary. This is a DOT sensitive position and subject to random drug and alcohol tests.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provide excellent customer service.
- Act as a positive representative of the District.
- Respond politely and respectfully to public inquiries with information about District operations.
- Comply with all District policies and procedures.
- Follow safe work habits and report all unsafe conditions.
- Maintain a working knowledge of all vehicles in the RVTD fleet related to Coach Operator duties.
- Maintain a working knowledge of all RVTD policies and procedures.
- Maintain a working knowledge of all ADA rules and regulation related to public transit.
- Train new hires and re-train current employees, including demonstrating required tasks.
- Maintain consistency and quality of training materials and presentations. Research, develop, organize, evaluate, and update, as appropriate, training programs, manuals, technical guides, or other training materials that will improve operational performance.
- Assess training needs, consult with departments on specialized training, review industry standards, recommend training plans and instructional methodologies, select appropriate training aids, and recommend changes to training evaluation standards and procedures.

- Conduct bi-annual refresher training to all coach operators and CSD's.
- Assist TransLink operations by providing PASS training as needed.
- Oversee the activities and evaluate the performance of the Behind-The-Wheel trainers.
- Monitor performance of probationary operators to recommend retention or separation of employee prior to expiration of probationary period.
- Perform ride-along performance evaluations and spot checks.
- Assist employees in maintaining a working knowledge of District policies and procedures, through on-going internal communication.
- Track and document employee trainings and missed trainings.
- Maintain work related safety awareness activities and respond to employee accidents or injuries.
- Ensure compliance with all safety regulations, report any violations or hazardous conditions to Initiate investigations into causes of accidents in accordance with the RVTD Accident Investigation procedure. File accident reports with Department of Motor Vehicles as necessary. Compile accident reports for Safety Committee review.
- Monitor security of District property
- Operate a two-way radio system in compliance with RVTD operating procedures and FCC regulations; monitor all radio transmissions.
- Assist Coach Operators, CS/D Agents, and staff by answering questions to operational questions.
- Coordinate with Transportation Manager, Transportation Supervisor and other key personnel & departments on daily operations, inclement weather procedures, and emergency procedures to operate the District efficiently.
- Use a personal computer in a network environment, including basic knowledge of e-mail, word processing, spreadsheets, and other instructional technology.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. An individual must be able to multi-task under highly stressful conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

- High School Diploma or GED
- Three (3) or more years' experience as a transit coach operator
- One (1) or more years' experience delivering training programs, curriculum, and classes for a small to medium organization.
- One to two years public transportation supervisory or related experience and/or training; or equivalent combination of education and experience. Working knowledge of personal computers, including basic knowledge in email, word processing, and spreadsheets.

## **LANGUAGE SKILLS**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers and/or employees of organization.

## **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.

## **REASONING ABILITY**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret and apply common sense to a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Possession of a valid Oregon Class "B" CDL with a valid DMV Medical Examiners certificate, valid passenger and air brake endorsements and no restrictions that prohibit the operation for RVTD public transit vehicles.
- Maintain a minimum valid Oregon class "B" CDL w/passenger and air brake endorsement and maintain a valid medical card.
- Provide a DMV "court report" of driving record.
- Must pass a required pre-employment physical and FTA required Drug and Alcohol test.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance.
- The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- The employee is required to assist persons with disabilities onto and off of the lift, sometimes pushing an occupied manual wheelchair and is required to secure mobility devices using a four-point wheelchair securement system.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving vehicles, mechanical parts, fumes and/or airborne particles, outside weather conditions, and vibration. The noise level in the work environment is usually loud.

**HOW TO APPLY:** Those interested may apply online at: <https://rvtd.org/about/employment-opportunities> or obtain an Employment Application from Human Resources – RVTD Administration Building, 3200 Crater Lake Ave, Medford, OR 97504, or email Lynn Dufur, HR Specialist at: [ldufur@rvtd.org](mailto:ldufur@rvtd.org).