



Training and Education Manager

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
072	Exempt	1 – Officials/Administrators	Unrepresented-At Will	Grade 11	Revised 10-06	NA	1 of 2

DEFINITION: Under general supervision, provides overall management of the Training and Education department, supervises all staff, and manages the facilities and resources of Training and Education Center, consistent with the District’s critical business outcomes.

REPORTS TO: The Chief Transportation Officer, or designee.

ESSENTIAL FUNCTIONS include, but are not limited to:

- Manages the Training and Education department (TED), supervises all TED staff, and observes and evaluates employee performance. Makes recommendations regarding staffing levels, the hiring of new staff, and the status of current staff.
- Works closely with TED staff to identify training needs; and administers and participates in the development of training programs for new Trainees, existing internal staff, and contracted organizations.
- Develops operational procedures and performance standards, including methods and criteria for testing and evaluating trainees.
- Administers Training and Education Center (TEC) facility planning, use, and scheduling; in accordance with the needs of the TED, and the District.
- Monitors the ongoing maintenance and repair of department and facility equipment. Recommends the implementation of new technologies and equipment to improve training efficiencies and outcomes.
- Conducts training sessions and workshops for Training Instructors.
- Directs and monitors the establishment and maintenance of training records, department reports, and data analyses.
- Monitors the proper retention and accessibility of important records; such as the Department of Motor Vehicles (DMV) commercial license forms (DL170 and DL260), verification of transit training certificates, other required endorsements for operators, and medical information for Training Instructors.
- Makes presentations to Executive staff, the Board of Directors, other Management staff, and external organizations regarding TED programs.
- Consults with other public agencies and external organizations concerning the establishment and maintenance of joint venture training programs.
- Develops and monitors the budget and critical business outcomes for the TED.
- Plans, organizes, and administers the local annual Bus Roadeo, and the regional and/or international Roadeos, when required.
- Provides advice and expertise to Human Resources staff regarding pre-employment testing, and training programs for Bus Operators, Paratransit Drivers, and Maintenance personnel.
- Administers the District’s tuition reimbursement program, and the District’s employer testing program through the DMV.

This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is not intended to reflect all duties performed within the job.	Original description Effective 4/90. First Revision 10/06	Approved by Rick Fernandez, General Manager _____ Date _____
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- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: Theories, practices and principles of technical, management, supervisory and other training, principles of adult learning and behavioral science; management theory and practice; training and safety program development; accident analyses; and assessment techniques including return on investment concepts; concepts of public administration and human resources management; theories of organizational development, management, training, and occupational safety; research, data analysis, and statistical methods; record retention requirements; principles and practices of customer service; personal computers, and current software for word processing, spreadsheets, and presentation.

Ability To: Plan, organize, motivate, and monitor the work assignments and activities of a large group of employees; develop and administer budgets, as well as contracts, laws, regulations, and administrative policies and procedures; develop new training curricula; conduct training effectively, and coordinate training and safety programs; stay abreast of new developments in the fields of education, training, and related technologies; recognize and analyze needs and challenges, identify applicable alternatives, problem solve, make sound related decisions and implement appropriate changes; communicate effectively, both orally and in writing; and establish and maintain effective working relations with the Board of Directors, executive staff, management, peers, subordinates, trainees, and union officials using principles of good customer service.

Experience: Equivalent to five (5) years of progressively responsible full-time experience in the field of Human Resources, education, or professional training; including at least three (3) years in a supervisory capacity. **Preferred:** at least three (3) years in training and development in one or more of the following fields of study: vehicle operations, safety, mechanical-technical, human relations, communications, or operations and management.

Education: Equivalent to a Bachelor's degree in a relevant field of study, including education, Business Administration, Public Administration, Human Resources, or Organizational Development. A Master's degree will be considered in lieu of two (2) years of the basic five (5) year experience requirement.

Desired Qualification: Experience with fixed-route bus operations and/or training.

Physical Requirements: Must maintain the physical condition necessary to perform tasks in an office setting and operate computers, keyboards, and other peripheral equipment.

Attendance Requirements for internal applicants: No more than twelve (12) sick days off during the last twelve-(12) months unless due to extraordinary circumstances. Proof of extraordinary circumstances must be submitted along with your promotional application for the position.

Special Requirements: Possession of, or ability to obtain a valid California Class C Driver License and meet the District's driving standards.

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