



POSITION DESCRIPTION

TITLE: Commercial Transportation Trainer-Classroom, Range and Road

FLSA STATUS: Exempt, 1.0FTE	GRADE LEVEL: C
LOCATION: TDTI Training Yard	UNIT: Academic Affairs
SHIFT: Mon-Fri 8:00 am - 5:00 pm	DEPT: Workforce Development
INCUMBENT: Full Time Instructor	EMPLOYEE SIGNATURE: Date:
REPORTS TO: Manager, Range Operations	PREPARED BY & DATE: February 2021
Reviewed/Revised By:	EE Name: Date:
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I. POSITION PURPOSE – *List brief summary of position*

The trainer reports to the Manager, Range Operations. This position will conduct classroom, range and road training of students. They will develop and implement a training plan for students to foster successful completion of the CDL course in accordance with State of Ohio regulations and CTTC curriculum. They will monitor student progress and be ready to adjust training to fit individual student learning styles. They will also assist with inspection, movement, fueling, maintenance and cleaning of CTTC equipment to include: trucks, training grounds and building.

II. RELATIONSHIPS AND CUSTOMERS – *(In addition to Clark State Faculty, Staff, and Students, this position also interacts with the following external individuals, organizations and agencies)*

Maintenance Vendors	Ohio State Highway Patrol	Ohio Department of Public Safety	
Tire Vendors	Training Grounds Maintenance Vendors	Snow Removal Vendors	

III. DIMENSIONS – *If this position controls, manages, or has a direct impact on the expenditure of dollars, identify how, the type of budget, and the gross dollar amount involved)*

This position has a direct impact on the following budgets line items: Bldg/Grounds Maintenance and Repair, Equipment Maintenance and Repair, Moveable Equipment, Adjunct Faculty Salaries and Motor Vehicle Supplies (oil, fuel, etc.). Total gross dollars associated with these accounts is \$202,300.00

IV. ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under broad supervision, this position performs the following duties:

1.	Serves as instructor by implementing the training procedures outlined in the Commercial Transportation Center standard operating instructional manual or external contractual relationships in the classroom, range and on the road.
2.	Evaluates student progress and skills in accordance with program curriculum and objectives.
3.	Conducts classroom, range and road training of students.
4.	Maintains student training records in accordance with State of Ohio regulations.
5.	Ensures student training and attendance records are complete and accurate.
6.	Evaluates student learning and progress in accordance with stated objectives.
7.	Assists with inspection, movement, fueling, maintenance and cleaning of CTTC equipment to include; trucks, training grounds and building.

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8.	Checks equipment to ensure preventative maintenance has been completed.
9.	May assist in the selection, testing and orientation of new trainers.
10.	Participates on committees, advisory boards, and task groups.
11.	Maintains a neat, clean, well-groomed appearance.
12.	All other duties assigned by supervisor.

V. SUPERVISORY RESPONSIBILITIES – *The following position title(s) report to this position. If there are no reporting positions, type "None."*

Works with new instructors. Teaching them the training techniques and objectives of our program. May operate weekend classes in the absence of the site supervisor.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

VI. EDUCATION and/or EXPERIENCE – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., High School/GED plus 3-5 years related experience or AS Degree preferred.*

- High school diploma or GED equivalent; college courses preferred
- Three years experience driving a Class "A" commercial motor vehicle
- Previous training experience preferred
- Completion of 40 hours pre-service training

VII. SKILLS AND ABILITIES – *List basic skills and abilities necessary to perform essential duties and responsibilities, i.e., computer skills, oral and written skills, interpersonal skills, presentation skills, ability to motivate employees, etc.*

- Evidence of ability and desire to work in a team environment; ability to work flexible hours - weekends, evenings
- Knowledge of CDL and DOT regulations; knowledge of defensive driving skills; ability to stay abreast of DOT, state, local and industry regulations
- Ability to perform a commentary drive; ability to perform safety checks on trucks and equipment
- Excellent human relations and communications skills; ability to positively interact with students, staff and general public
- Ability to teach various types of students based on their ability to learn
- Ability to work under pressure and respond quickly to employ corrective driving measures; ability to always be ahead of the truck and the student when training on the road
- Ability to provide instruction to students to develop employable truck drivers for the industry

VIII. CERTIFICATES, LICENSES, REGISTRATIONS – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., Certified Novell Administrator (CNA), Certified NetWare Engineer (CNE), Professional Human Resources (PHR), Certified Public Accountant (CPA), Notary Public, Ability to be Bonded, etc.*

- Class "A" CDL License
- State of Ohio Commercial Instructors License
- Passage of drug screen and physical examination

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IX. LANGUAGE SKILLS – *(To be completed by HR)*

Ability to communicate to all levels of students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

X. MATHEMATICAL SKILLS – *(To be completed by HR)*

Ability to add, subtract, multiply and divide at a level to teach load distribution, bridge weight law, miles per gallon, trip time, ETA, log book summary, hours of service, travel times, fuel cost, budgeting and fueling stops.

XI. REASONING ABILITY – *(To be completed by HR)*

Must be creative in developing different systems to teach all students based on their learning ability. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

XII. 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 this job, i.e., ability to lift up to 75 pounds, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

Ability to stand and walk on hard surfaces for long periods of time. Ability to talk for long periods of time. Ability to adjust their teaching style to the learning capabilities of the students. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms and climb or balance. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

XIII. 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. (To be completed by HR).*

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