

Position Description For Safety/Training Coordinator

The purpose of this job description is to communicate the responsibilities and duties associated with the position of Safety/Training Coordinator. The following information should be considered a comprehensive description of this position; it should also be noted that some responsibilities and duties might not be specifically addressed. Brazos Transit District (BTD) fully expects every person to perform any reasonable task or request that is consistent with fulfilling company objectives. BTD recommends that all employees display an ongoing effort to familiarize themselves with the duties and responsibilities of those positions directly above and below his or her own.

POSITION:	Safety/Training Coordinator
SUPERVISOR:	VP for Administration
LOCATION:	1759 N. Earl Rudder Freeway, Bryan, Texas
JOB BRIEF:	The position of Safety/Training Coordinator is to conduct safety and training, as well as customer service etiquette for BTD operators and staff.

ESSENTIAL FUNCTIONS

- Provide training for BTD staff as outlined in BTD approved training manual and handbook.
- Develop, update and conduct safety, training, ADA and certification programs for all Vehicle Operators. Stay up to date with all ADA compliance.
- ADA training, such as PASS, for BTD staff.
- Ensure ADA Compliance for all BTD staff.
- Interaction with staff to develop procedural information for training information.
- Monitor and analyze Trapeze MDT Center, Scheduled Editor and other software applications to proactively make suggestions and updates for driver training and procedures. Collect suggestions from drivers.
- Create and maintain training schedules for individual and group training, new driver training, certification, and update certifications.
- Provide additional MDT and safety training for new drivers as well as reviewing BTD policies and procedures on an individual basis.
- Implement and track a standard follow-up procedure from individual driver training sessions.
- Perform routine and quality assurance checks on all staff to ensure safety and customer relations policies are being adhered to.
- Communication system for informing drivers of changes and making changes to training materials.
- Provide technical assistance to develop Driver Manuals.
- Conduct training & safety workshops, classes, training sessions and employee developmental programs quarterly and/or upon request.
- Maintain professional customer/employee/supervisor relations and ensure all BTD staff do as well.
- Maintain the standards of BTD, including but not limited to the Drug Free Workplace, safety policies and procedures, code of conduct.
- Become familiar and stay up to date with BTD's program policies and procedures, as well as state and federal requirements.
- Maintain confidentiality of information.
- Additional responsibilities and/or duties as assigned.

EDUCATION REQUIRED

Equivalence to a high school education.

CDL Class B License with passenger endorsement (or must obtain within 60 days of employment).

PRACTICAL EXPERIENCE

- One-year computer experience required.
- Must be able to type 40 words per minute.
- Must be familiar with Windows environment.
- Customer service experience preferred.

SUPERVISION RECEIVED

Supervision provided when necessary.

RESPONSIBILITIES

- Maintain the standards of BTD, including but not limited to the Drug Free Workplace, safety policies and procedures, code of conduct.
- Perform all duties as required in the essential functions.
- All other duties as assigned.

APTITUDES REQUIRED This position requires the following levels of aptitudes:

Reasoning Development - must be able to apply with common sense understanding to carry out instructions furnished in written or oral diagrammatic form. Deal with problems involving several concrete variables in or from standardized situations.

Language - must be at a level that would normally read at a rate of 120 to 215 words per minute. Must be able to write compound and complex sentences using cursive employing adjectives. Must be able to speak clearly and distinctly with appropriate pauses and emphasis. Bilingual preferred.

Math Development - must be able to add, subtract, multiply and divide.

PHYSICAL REQUIREMENTS

- Have constant need (66% - 100% of time) for standing, walking, bending, stooping, squatting, grasping, gripping, driving or operating equipment, pushing/pulling.
- Have occasional need (33% - 66% of time) for climbing stairs, lying down, reaching above shoulders.
- Have rare need (1% - 33% of time) for sitting, finger dexterity, and for typing or writing.

LIFTING/CARRYING

- Have frequent need (1% - 33% of time) to lift/carry 26 - 150 pounds.
- Have occasional need (33% - 66% of time) to lift/carry 26 - 150 pounds
- Have rare need (1% - 33% of time) to lift/carry 10 - 25 pounds.

VISION REQUIREMENTS

Have constant need (66% - 100% of time) to be able to see detail, and to see beyond arms length.

HEARING REQUIREMENTS

Have constant need (66% - 100% of time) to be able to hear other personnel to communicate effectively.

SPEAKING REQUIREMENTS

Have constant need (66% - 100% of time) to be able to speak to other personnel to communicate effectively.

ENVIRONMENT- WORKING CONDITIONS

- Have constant need (66% - 100% - 33% of time) to work outdoors, work in confined spaces, to be exposed to extreme temperatures, and for eye/hand/foot coordination.
- Have occasional need (33% - 66% of time) to work indoors.
- Have rare need (less than 1% of time) for exposure to fumes, chemicals, solvents, etc.

OPTIMUM QUALIFICATIONS

The successful candidate must meet the aptitude requirements listed in this description. Candidate should have at a minimum good English communication, organizational skills, and be able to provide exceptional customer service. Candidate must be able to read and write English. Candidate must be able to interact with staff members in a courteous, pleasant, and helpful manner. The employee must work well with other employees, and take directions from their immediate supervisor. The employee must be able to work a flexible schedule in a fast-paced environment.

I have read, understand and agree to perform the duties as outlined in this position description.

Employee's signature

Date

Supervisor's signature

Date

Applicant Acknowledgment

I _____ acknowledge that I have received a copy of the position description for the Safety/Training Coordinator for Brazos Transit District. I further acknowledge that I have read the position description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this position. Based on the information provided me on the position description, I hereby attest to the following:

Yes _____ I can meet the minimum physical and mental requirements of the job as outlined on
No _____ the position description.

Other (Please explain):

Applicant Signature

Date

Employee Acknowledgment

I _____ acknowledge that I have received a copy of the position description for the Safety/Training Coordinator for Brazos Transit District. I further acknowledge that I have read the position description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this position. Based on the information provided me on the position description, I hereby attest to the following:

Yes _____ I can meet the minimum physical and mental requirements of the job as outlined on
No _____ the position description.

Other (Please explain):

Employee Signature

Date
