

Southeast Technical Institute

Sioux Falls School District 49-5

JOB DESCRIPTION

Commercial Driver's License (CDL) Trainer

Department/Division/ Program:	Industry Relations/Commercial Driver's License (CDL) Certification	Job Status:	Part-time
FLSA Status:	Non-Exempt	Reports To:	Director of Industry Relations
Grade/Level:	Hourly rate as determined by Administration	Amount of Travel Required:	50-60% out of classroom and in vehicle
Work Schedule:	Work schedule may include evenings and weekends depending when CDL training classes are contracted with the business.	Positions Supervised:	None
Prepared By Title or Dept:	Southeast Technical Institute Human Resources Department	Approved By Title or Dept:	Director of Industry Relations
Prepared By Date:	January, 2019	Approved By Date:	January, 2019

POSITION SUMMARY

This position will provide Commercial Driver's License (CDL) instruction and training to assist individuals in obtaining their certification to drive Class A and/or Class B commercial vehicles. This individual will also assist the Director in continually assessing and enhancing the program according to the educational standards of the Commercial Driver's License Program and its regulatory requirements.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Conduct classroom and behind-the-wheel training for Class A and Class B commercial driving.
- Work with local advisory committee to maintain current and relevant curriculum.
- Conduct contract training for appropriate driving-related subject matter to meet the needs of local employers.
- Maintain student records (DQ files).
- Observe and evaluate students' work to determine progress, provide feedback, and make suggestions for improvement.
- Prepare reports and maintain records such as student grades, attendance rolls, and training activity details.
- Work with various external entities to promote the transportation industry and facilitate recruitment of students.
- Maintain appropriate equipment records.
- Write and submit training schedules.
- Monitor equipment status and coordinate repairs as needed.
- Maintain fuel tax records for Southeast Technical Institute's CDL training fleet.
- Coordinate some maintenance functions for CDL equipment.
- Assist in scheduling of trainers and equipment.
- Perform recruiting duties as assigned.
- Write equipment specifications and work with purchasing department as equipment needs dictate.
- Other duties as assigned by the supervisor.

POSITION QUALIFICATIONS

Competency Statement(s)

- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Training - Ability to develop a particular skill in others to bring them up to a predetermined standard of work performance.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Responsible - Ability to be held accountable or answerable for one's conduct.

SKILLS & ABILITIES

Education : High School Graduate or General Education Degree (GED)

Experience : Five years of commercial driving experience, with clean driving record.

Computer Skills: Basic knowledge of computers and applications.

Certificates & Licenses: Current and valid Class A Driver's license and Department of Transportation (DOT) health card required.

Other Requirements: Post-offer criminal background check and pre-employment drug screen required.

PHYSICAL DEMANDS

Physical Demands

		<u>Lift/Carry</u>	
Stand	F (Frequently)	10 lbs or less	C (Constantly)
Walk	F (Frequently)	11-20 lbs	C (Constantly)
Sit	F (Frequently)	21-50 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	51-100 lbs	O (Occasionally)
Reach Outward	C (Constantly)	Over 100 lbs	O (Occasionally)
Reach Above Shoulder	F (Frequently)		
Climb	O (Occasionally)	<u>Push/Pull</u>	
Crawl	O (Occasionally)	12 lbs or less	C (Constantly)
Squat or Kneel	O (Occasionally)	13-25 lbs	C (Constantly)
Bend	O (Occasionally)	26-40 lbs	F (Frequently)
		41-100 lbs	O (Occasionally)

N (Not Applicable)

O (Occasionally)

F (Frequently)

C (Constantly)

Activity is not applicable to this occupation.

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Talking:

- Ability to express or exchange ideas by means of the spoken word.
- Sufficient for conveying spoken information in a variety of activities and situations.

Vision:

- Sufficient visual acuity for extensive reading; to prepare and analyze data and figures; view a computer screen; and visual inspection/assessment.

Sense of Sound:

- Sufficient to hear sounds at normal speaking levels with minimal correction.
- Ability to receive detailed information through oral communication.
- Detect and distinguish sounds of specific program stipulations (i.e. classroom, program lab simulations).

Sense of Touch:

- Handling - Working primarily with hands/hand and requires the employee to sufficiently seize, hold, grasp, and turn with one or both hands.
- Fingering - Working primarily with fingers/finger and requires the employee to sufficiently pick up and pinch a variety of items.
- Feeling - Perceiving attributes of objects such as size, shape, temperature, or texture. Requires the employee to be able to primarily touch with the skin (primarily that of fingertips).

WORK ENVIRONMENT

General office environment with standard office equipment available during classroom instruction. Lighting and temperature are adequate for classroom and course delivery. Moderate noise levels typical of an office environment due to staff/student conversations in classroom. In-cab driving will have louder noise levels due to tool usage, overhead doors opening and closing, and engines running. Frequently exposed to outdoor weather conditions that may not be climate controlled when conducting driver training inside or outside the commercial vehicle or conducting student instruction in a “shop” environment.

Job is sedentary in the classroom that is similar to an office environment. There tends to be more strenuous physical activities and exposure to weather extremities while driving with the student “drivers”. Possible exposure to communicable diseases.

EMPLOYER STATEMENT AND EMPLOYEE AUTHORIZATION

EMPLOYER STATEMENT

Southeast Technical Institute has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors and/or Administrators as deemed appropriate. This document does not represent a contract of employment, and Southeast Technical Institute reserves the right to change this job description and/or assign tasks for the employee to perform, as it may deem appropriate.

EMPLOYEE AUTHORIZATION

I have read this job description and completely understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location and/or department without it being specifically included in the job description. If I have questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor and/or an Administrator. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and/or Administrator. I have discussed any questions I may have about this job description prior to signing it.

Employee Signature: _____ Date: _____

Employee Print Name: _____