



HUMAN RESOURCES DEPARTMENT ■ 9770 CULVER BLVD. ■ CULVER CITY, CA 90232 ■ 310-253-5651

TRAINING AND SAFETY INSTRUCTOR (Job Code # _____)
MONTHLY SALARY

THE CITY OF CULVER CITY

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$220 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation and Community Services, and Transportation.

HOW TO APPLY

Filing deadline: 5:00 p.m., [DATE]

A complete application, including copies of relevant degrees and/or certificates must be submitted for consideration. Please note: Individuals that submit incomplete application materials may not receive full consideration for the position.

Applicants may download a City application at: www.culvercity.org/jobs or obtain an application in person from the Human Resources Department, City Hall, 9770 Culver Boulevard, Culver City, CA 90232.

THE POSITION

Develops, coordinates, conducts and monitors the training needed for Bus Operator Trainees and other City employees to attain/maintain a Commercial Driver License. Passenger Endorsement; and Verification of Transit Training (VTT) when applicable in accordance with all state and federal regulations. Trains and evaluates Bus Operator and conducts refresher training courses and post accident follow-ups that comply with all City, State, and other external mandates or regulations. Assesses on-the-job performance through observation and training. Provides behind the wheel/on the road training for new and existing Bus Operators and other City personnel including those seeking specialized licenses. Makes employment recommendations based on evaluations of at-will or probationary employees, as necessary. Completes performance review records discussing strengths and weaknesses of performance with new and existing Bus Operators.. Develops and presents classroom and field training. Develops, implements, and analyzes training program tools and recommends and implements program improvements. May use training aides such as audio-visual equipment, printed material, computer-based training tools, etc. Seeks out additional training aids/materials from various sources i.e. web-based training, new clips, etc. Develops, utilizes, processes and/or maintains forms and records to ensure complete, timely, and accurate documentation of training records that meet all applicable rules and regulations. Participates in Committee's to improve the safety of the Transit Operations Division. Performs other related duties.

MINIMUM REQUIREMENTS

Any combination of education, training and experience which would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be: three (3) years of public transit operations experience including operating a bus, dispatching, and/or supervision and one (1) year of experience conducting, coordinating and developing employee training and development programs. A good driving record, defined as no accidents, warrants, records of negligence or recklessness in driving and no more than one (1) moving violation within the preceding three (3) years. A conviction for driving under the influence of alcohol or drugs may be disqualifying. A successful prior employment reference check is required.

LICENSE AND CERTIFICATES

Possession of a valid California Class B driver's license with Passenger Endorsement for 3 recent consecutive years and verification of Transit Training Certificate. By date of hire, must possess Department of Transportation Safety Institute Instructors Course for Transit Trainers Certificate.

EXAMINATION PROCEDURES

Applicants must receive a passing score on all examination components in order to be placed on the eligible list. **Please note:** There is a six (6) month waiting period to re-test; therefore, applicants who have participated in the examination process within the preceding six (6) months will be deferred and will need to re-apply after the six (6) month waiting period.

<u>COMPONENT</u>	<u>WEIGHT</u>
• Written Exercise: To measure composition skill and ability to complete forms and records.	30%
• Counseling Exercise: A simulated exercise to demonstrate the ability to supervise.	40%
• Appraisal Interview: To evaluate training, experience, and personal qualifications.	30%

Equal Opportunity Employer

Note: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required before appointment to this position. Special assistance for persons with disabilities is available to help with the application and examination process upon request. Request should be made to Human Resources Department, 9770 Culver Blvd., Culver City, CA 90232-0507, (310) 253-5640, Women, Minorities & Disabled Encouraged to Apply.