



Position Title: Safety and Training Instructor
Classification: Non-Exempt
Location: Operations – 8800 Corridor Road, Annapolis-Junction, Maryland
Reports To: Safety and Training Manager
Date Updated: 3/23/2022
Salary: \$25.00/hour

ABOUT US

The Transit Management of Central Maryland (TMC) d/b/a the Regional Transportation Agency of Central Maryland (RTA) manages and operates public transportation in Anne Arundel County, Howard County, northern Prince George's County, and the City of Laurel. RTA employs 170 administrative and operational staff out of our Annapolis-Junction location.

JOB DESCRIPTION

We are seeking an exceptional, self-motivated, safety conscious, dependable, and dynamic **Safety and Training Instructor** to train driver/operators and other employees and enforce safety and regulatory compliance with minimal supervision.

KEY RESPONSIBILITIES, INCLUDING, BUT NOT LIMITED TO:

- Provides classroom instruction, closed course driver training, behind-the-wheel training, vehicle orientation, and route learning for new drivers/operators.
- Provides instruction on how to perform a certified MVA Pre-Trip inspection for CDL trainees.
- Provides refresher training and post-accident/incident training for current drivers/operators.
- Provides other safety training to other personnel including maintenance, dispatch, operation supervisors, etc.
- Tracks attendees and maintains complete training documentation based on regulations and company policy.
- Conduct safety meetings in absence of the Safety Manager.
- Assists with the development and implementation of new training curriculum and materials.
- Monitors and coaches drivers/operators for compliance with the Drive-Cam program

Regional Transportation Agency (RTA)

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- Performs reinforcement activities such as evaluations, safety blitzes, and attending safety debriefings.
- May respond to accidents and other safety emergencies.
- Assist with safety inspections of the building, fleet and operations facility.
- Assists with ordering and issuing uniforms for employees.
- Keep abreast of current and changing safety and training regulations.
- Other position-related duties as assigned.

Knowledge, Skills and Abilities:

- Demonstrates behaviors that are consistent with standards for professional and ethical conduct.
- Knowledge of Federal, State, and local rules and regulations regarding safety and environmental issues.
- Exceptional knowledge of Microsoft Word and Excel. Working knowledge of PowerPoint.
- Ability to effectively prioritize tasks and manage time effectively.
- Excellent verbal, written, relational communication, and public speaking skills.
- Demonstrated ability to interact with employees of all levels, including drivers/operators, customers, senior management, client representatives, union officials, and the general public.
- Demonstrate regular and consistent attendance and punctuality.
- Must be able to work a varying schedule to accommodate all shifts as necessary
- Ability to occasionally lift up to 50 lbs.

QUALIFICATIONS:

Minimum Qualifications:

- At least 3 years' related experience.
- Must possess a valid Class B CDL with passenger endorsement and no air brake restrictions for a minimum of 3 years.
- Must maintain a valid DOT Medical Certificate
- High school diploma or equivalent
- Fluency in English

You will exceed our expectations if you possess:

- Over 3 years' experience facilitating training and conducting driver/operator evaluations.
- Experience assisting in the administration of a public transit safety program.
- Fluency in additional languages.

Physical Requirements & Working Conditions:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands and fingers to handle, or feel; and talk or hear; climb stairs and/or ladders. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. 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, ability to see color, and ability to adjust focus.

This is not a bargaining unit position.

Right to Revise:

This job description is not meant to be all-inclusive, and the company reserves the right to revise this job description as necessary without advance notice.

The duties and expectations herein are intended to describe the general nature and level of work being performed by employees. They are not to be construed, as an exhaustive list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment.