

MountainHeart Community Services, Inc.
Position Description

Job Title: Commercial Driver's License (CDL) Trainer
Department: Unrestricted
Reports To: Program Coordinator
FSLA Status: Non-Exempt
OSHA Category: Category 3

Summary: Responsible for presenting and documenting course information related to the Commercial Driver's License class using the CDL curriculum and for providing field instruction and practical driving training.

Essential Duties and Responsibilities:

- Conduct CDL Class
- Plan and Prepare Lessons
- Instruct and Monitor Participants
- Record Course Attendance, Progress and Completion
- Provide/Supervise Field Instruction and Practical Driving Training
- Complete Participant Evaluations and Recommendations
- Provide Safety Instructions for the Operation of a Commercial Vehicle
- Provide Instruction for the Proper Maintenance and Supervision of Agency Materials and Equipment
- Keep Work Space Neat and Organized
- Offer Endorsement Training, if Required
- Maintain Confidentiality and Professionalism at all Times
- Other duties as assigned.

Supervisory Responsibilities:

Supervision of CDL Participants and Employees as Assigned

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity – completes work in timely manner; works quickly.
- Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly; ability to train others on safety and security protocols.
- Attendance/Punctuality – Is consistently at work when scheduled and on time. This position is responsible for participants and must be accountable.
- Dependability – Follows instructions; responds to management direction; accepts responsibility for work performance.

Prepared Date: July 22, 2015

ALL PERSONNEL ARE AT WILL EMPLOYEES
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Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill and/or ability required. Familiarity with computers is beneficial. Must have good recall memory and possess excellent organization and communication skills.

Education and/or Experience:

Must be over the age of 21 years and possess a valid Commercial Driver’s License. Preference will be given to drivers with five (5) years or more driving experience. Previous instruction or teaching experience and mechanical skills are a plus.

Language Skills:

Trainer must have the ability to communicate (reading and writing) using the English language. Must be able to develop lessons, write reports, answer questions and interpret manuals.

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

While performing the duties of this job, the employee is required to sit, stand, drive and travel between places. The employee is frequently required to reach, climb, balance, see, hear and talk. The employee may be required to occasionally lift up to 75 pounds.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Employee will work both inside and outside with exposure to weather, vehicle related noise and potentially to some smoke.

Employee Signature

Date

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