



**Closes Friday, June 27, 2008
4:00 p.m.**

Trainer

JOB SUMMARY: This position assists with the planning, organization, promotion and presentation of all aspects of WTA's training program. This includes elements of the basic training program for WTA Operators, Operator refresher training and appropriate training for other WTA employees.

REPORTS TO: Assigned Operations Supervisor

WAGE RANGE: \$17.25 to \$21.44/hour per hour.

ESSENTIAL JOB FUNCTIONS:

1. Presents assigned elements of the training program for new and experienced WTA Operators
2. Presents assigned elements of the general training program for all WTA employees
3. Assists in the evaluation and creation of WTA training programs and recommends modifications
4. Conducts physical standards test for Operator applicants
5. Evaluates trainees' driving skills; reports results and makes recommendations to the training supervisor

OTHER JOB FUNCTIONS:

6. May assist with the development of training programs.
7. Performs the duties of a Transit Operator when required and assigned; the Trainer will drive in service only when no Transit Operators are available
8. Assists with safety award calculations, the Roadeo and other special projects assigned to the Training Department
9. Performs other related duties as assigned

WORKING CONDITIONS, TOOLS, AND EQUIPMENT

Duties performed in an office environment, training room settings, appropriate "on-site" training settings and transit coaches and vehicles. The position requires traveling between WTA facilities, on routes, to meetings and various seminars. Job also requires ability to drive a large transit vehicle. Typical office equipment used to accomplish job tasks includes computer, printer, fax machine, photocopier, calculator, laminator and telephone. Training equipment includes Video camera, VCR, 35-mm camera, slide or computer projector and other electronic audio-visual equipment.

QUALIFICATIONS:

Knowledge of (or Ability to Learn):

- Modern principles and methods of effective training, including computer-based training systems and software
- Adult learning techniques and related methods for teaching adults
- Washington State Highway Laws (applicable WACs and RCWs)
- WTA rules and regulations

Ability to:

- Exhibit strong leadership skills to work effectively with assigned trainees and other members of the organization, both individually and in a group setting
- Communicate effectively in writing, in a public speaking forum and in a training environment
- Follow and enforce safe working practices and model safe behavior
- Assist in the creation and design of programs to meet safety and training needs, including the ability to develop course materials and follow responsible budget practices
- Carry out assignments and projects independently

Education and Experience:

- One year of experience as a trainer, or two years of experience as a Transit Operator, is required
- Experience with computer applications relative to areas of responsibility, specifically with microcomputers, word processing, data base and spreadsheet software is required
- High school diploma or equivalent is required
- Post-secondary education or training in a related field is preferred

Licenses or Certificates:

- Valid Washington State driver's license at time of hire and ability to obtain and maintain a Class-B Commercial Drivers License (CDL) during length of employment
- Applicants must have an acceptable driving record (in accordance with WTA personnel policy 3.03 "Employment Requirements") and must submit a five-year driving abstract
- Obtain and maintain a valid and current CPR/First Aid card within three months of hire

PHYSICAL REQUIREMENTS:

- Physical Ability to perform essential job functions including, but not limited to:
 - sitting for extended periods of time
 - standing
 - walking
 - stooping/bending
 - Pushing/pulling (approximately 20 lbs.)
 - lifting (approximately 30 lbs)
 - Climbing (stairs).

- Must meet all physical standards as outlined in Section 391.41 CDL Physical Standards

SPECIAL REQUIREMENTS:

Final candidates must pass a Washington State Patrol background check (in accordance with RCW 43.43.830 through 43.43.840, Child/Adult Abuse Information Act). All offers of employment are contingent upon successful completion of a medical evaluation and a pre-employment drug screen.

SELECTION PROCESS

Application materials will be reviewed, with evaluation based on the applicant's experience and qualifications. Final candidates must participate in a panel interview and further assessment.

TO APPLY

Application materials may be obtained by: contacting the WTA reception desk in-person or calling (360) 676-6843 (TTY 676-6844) between 8:00 a.m. and 5:00 p.m., Monday – Friday; e-mailing (text only) at jobs@ridewta.com; downloading off of this website. Submit completed application and supplemental materials to: Whatcom Transportation Authority, 4111 Bakerview Spur Road, Bellingham, WA 98226 by the closing date. All materials must be returned by 4 p.m. on Friday, June 27, 2008

**Drug-Free Workplace
Equal-Opportunity Employer**