

Job Announcement

Position: Coordinator & Trainer	Department: CDL Training
Location: Hughesville, MD	Employment Status: Full-Time
FLSA: Exempt Grade: 13	Compensation: 44,306 to \$66,458
Weeks Worked: 52 Revised: 01/14/2022	Work Per Week: 40 + hours Monday – Friday, some evenings/weekends
Opening Date: January 18, 2022	Closing Date: Until filled

Summary of Job Description: The incumbent for this position is responsible for program administration including vendor relations, student recruitment, reporting, files management and for conducting classes that will prepare students to take and pass the MD MVA Commercial Drivers License written and skills & road test. Responsible for tracking, employee sign out coordination, and the management of maintenance services of all agency vehicles. The position is required to do outreach recruitment, and job placement services. The Coordinator & Trainer is directly responsible to the Program Director of CDL for the satisfactory performance of the essential job functions.

Summary of Requirements: *High School Diploma or equivalent.* Possess a Commercial Drivers License (CDL Class A) with Passenger, Air Brake and School Bus Endorsements. Three years driving experience at the CDL Class A level or higher. One-year instructional experience. Valid Maryland Driver's License. Basic math skills and skills using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Must always maintain confidentiality. **Communication Skills:** Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors.

PRIMARY PURPOSE: Responsible for operating a company service truck and driving to various locations to service/pump/clean portable restrooms or holding tanks.

Responsibilities and Duties:

Provide an atmosphere that is safe and conducive to learning.

Prepare students for written MVA Class B CDL testing: present material and lecture that will prepare students to pass the written portion of the five topics involved in obtaining a Class B CDL license: include the following and other duties may be assigned as needed.

- General knowledge
- Passenger and school bus safety
- Air brakes
- Pre-Trip inspection
- Skills & road
- Maintains truck logs according to state and federal regulations.
- Follow all established safety rules & regulations.
- Special/Other projects as assigned by management as well as:

Prepare students for the behind-the-wheel MVA Class B CDL testing: present material, lecture, and hands-on-training to pass the behind-the-wheel portion involved in obtaining a Class B CDL license:

- General knowledge
- Passenger and school bus safety
- Air Brake endorsement

- Pre-Trip inspection
- Skills & road

Establish and maintain a case file for each student:

- Maintain accurate and up-to-date documentation on student's attendance, test grades, and progress in general.

Secure necessary and appropriate vehicle for student practice and MVA testing:

- Secure vehicle for student to practice.
- Secure vehicle for MVA testing.
- Schedule MVA test and provide appropriate vehicle for testing.

Student Recruitment

- Respond to all program requirements via email, telephone, and other communications
- Build relationships with local employers to expand program participation

Employment Assistance

- Assist graduating students with job placement
- Build relationships with local employers to expand employment opportunities

Licenses or Certificates:

CPR, First Aid, valid Class A Maryland Driver's License with passenger, air brake and school bus endorsements.

Special Requirements:

Current Certified Driving Record, State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Department of Transportation (DOT) Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

Physical Demands:

Work requires limited physical effort.

Applications Accepted By: Mail and Online	
<p><u>Mail to:</u> SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637</p>	<p><u>Online at:</u> www.smtccac.org</p>
<p>Required Documents: <u>The following documents are required based on job:</u> In addition to your application and resume please provide a copy of your high school diploma. Applications and Documents submitted with missing information will not be considered. Do not send applications via Fax.</p>	

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