Pay Grid:	**F1**
Status / FLSA Status:	Nonexempt / Academic Support
Classification:	Academic Support
Department:	Workforce Development / Truck Driver Training
Reports to:	Truck Driver Training Program Coordinator
Work Location:	East Campus
Hours of Work:	Day and Evening Classes

POSITION SUMMARY: Assist students to prepare for the CDL license examination. Training topics to be covered include: driving simulator instruction of driving and backing skills, in truck driving and backing skills; pre-trip inspection; trip planning; and log books. CDL Permit preparation includes: general knowledge, airbrakes, combination, tankers, doubles and triples, and hazardous materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Conduct classroom CDL training.
B. Conduct yard and road training.
C. Ensure training is conducted in a professional manner.
D. Keep safety a priority at all times.
E. Inspect equipment and notify Program Coordinator of problems.
F. Keep driver training log current and accurate.
G. Match training level to student skill level.
H. Support student driving simulator learning.

OTHER DUTIES AND RESPONSIBILITIES:

- Other duties as assigned by the TDT Program Coordinator.

SUPERVISORY RESPONSIBILITIES: There are no supervisory responsibilities.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. High School diploma or equivalent required.
2. Valid Class A CDL license required.
3. Valid DOT physical required.
4. At least five years over the road experience required.
5. Minimum 60 months of tractor trailer experience required.
6. Previous training experience required.
7. Project a professional image at all times required.
8. Available to instruct day and evening classes required.
9. Basic computer skills and ability to navigate a web browser required.
10. Proficient with 10 speed transmission required.

Retired truck drivers encouraged to apply.

PHYSICAL DEMANDS / WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Physical demands for this position include some light lifting and the ability to stand, sit, walk, reach, stoop, bend, push, pull, kneel, climb, use hands and fingers, and talk / hear for extended periods of time.

Must possess mobility to work in a standard office setting, as well as an outside environment, that could include extreme hot and cold temperatures and to use standard office equipment, including a computer.

The position is “at will”, which means that either party may terminate the employment relationship with or without cause, for any reason or no reason at all, immediately upon notification given to the other party.