



Job Specification

Job Title: Vehicle Maintenance Instructor	FLSA Type: Exempt	Date Established:
Department: Transportation	EEO Code: 2	Date Revised: 10/17/1994
Class Code: 07-60-17	Reports To: Manager 2 Transportation	Date Approved: 06/18/2004

Job Summary

Under general supervision, develop and conduct a comprehensive curriculum of training related to vehicle maintenance and repair. Supervise technical staff assigned to assist on projects.

Essential Duties and Responsibilities *(may perform other duties as assigned)*

- Conduct assessments to identify essential technical skills and skill deficits.
- Design occupational development and skilled-based training courses.
- Develop the divisional training schedule and curriculum.
- Conduct introductory training courses for new employees.
- Develop lesson plans, course handouts, questionnaires, schematic diagrams, and other teaching aids.
- Administer and evaluate pretests and post tests.
- Deliver instruction through lecture and demonstration.
- Review new equipment, work in progress, or repair records to identify problems and designs training to resolve such problems.
- Arrange for training space and supervises classroom set up.
- Obtain parts, models, manuals, tools and equipment required for training sessions.
- Conduct field reviews to evaluate the outcome of training.
- Select videotapes, slide presentations, and training guides.
- Operate audiovisual equipment for training purposes or special assignments.
- Prepare technical drawings or diagrams.
- Arrange for vendors to provide training.
- Administer tests required for departmental employees to obtain certification in repair and maintenance specialties.

Qualifications (required):

- High school graduation or G.E.D. (General Education Development) with courses in auto repair and shop.
- One (1) year of additional training and experience in maintenance of large vehicles.
- Three (3) years of experience in the repair and overhaul of transit equipment.

Qualifications (preferred):

- One (1) year of college coursework in vocational education, instructional design, or related fields is preferred.

Knowledge, Skills, and Abilities

- Knowledge of vehicle maintenance methods, materials, and equipment.
- Skill in communicating effectively, both orally and in writing.
- Skill in the collection and analysis of data.
- Skill in planning lessons and delivering instructions.
- Ability to detect mechanical troubles in transit equipment.
- Ability to interact effectively with subordinates and other government agencies.

LICENSES, CERTIFICATION AND OTHER SPECIAL REQUIREMENTS:

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

Physical Demands**Work Environment**

The above statements reflect the general nature and level of work performed by employees assigned to this class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Essential duties may vary from position to position.

Notes: