

## \*JOB ANNOUNCEMENT\*

### Manager of Bus Operator and Bus Maintenance Training Grade 28

**DUTIES:** Manages the Bus Operating Instructors and the Bus Maintenance Instructors. Maintains records and prepares statistical reports to evaluate performance of instructors and monitor progress of trainees. Develops and evaluates various training programs using state-of-the-art instructional design techniques. Organizes and develops training manuals, testing and evaluation procedures, and other educational materials. Provides technical support regarding training issues. Supports district training Initiatives. Coordinates the selection and evaluation of vendor training programs. Practices safety precautions and measures at all times. Performs duties of a similar nature as may be required.

**MINIMUM REQUIREMENTS:** Applicants must have a minimum of a high school diploma. A Bachelor's Degree in human resources, organizational development, safety, training, or related field is preferred. Applicants must have five (5) years training, employee development, and safety experience, which must include project management and supervisory experience. The successful candidate will have worked in both a union/non-union workforce, is able to adapt quickly to a constantly changing, fast-paced workplace. Applicants must have experience with Human Resource Information System (HRIS) packages and training databases. Oracle HRMS is preferred. Applicants must be proficient with MS Office (Word, Excel, PowerPoint), and have excellent oral and written communications skills, and analytical abilities.

**STARTING SALARY RANGE:** \$58,747 - \$77,840 annually.

**FILING OF RESUMES:** Resumes must be received in the Human Resources Department of the Greater Cleveland Regional Transit Authority by fax (216) 781-4483, e-mail: [jobs@gcrta.org](mailto:jobs@gcrta.org), or mail to 1240 West 6<sup>th</sup> Street, Cleveland, Ohio 44113.

**Resumes will be accepted until the position is filled.**

**SELECTION PROCESS:** This is a non-bargaining exempt position. Merit system rules do not apply. No Eligible list will be established. The selection process will include one or more components to demonstrate applicants' knowledge, skills and abilities in job related areas. These may include exercises such as practical demonstrations, written communications, oral interviews and/or competency assessments.

**AN EQUAL OPPORTUNITY EMPLOYER/ ADA EMPLOYER/ DRUG FREE WORKPLACE**

Job Grade: 28

Date: April xx, 2011

Job Announcement No.: 2011-xx

Web Site Address: [www.riderta.com](http://www.riderta.com)

Email: [jobs@gcrta.org](mailto:jobs@gcrta.org)

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